



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

January 10, 2024

DIVISION MEMORANDUM
No. 0015, s. 2024

ACCEPTANCE OF APPLICATION FOR VACANT POSITIONS

To: Office of the Assistant Schools Division Superintendent
Division Human Resource Merit Promotion and Selection Board
All Others Concerned

1. For information and guidance, the Office hereby announces the acceptance of application documents for the vacant positions below, to wit:

Number of Items	Position	SG	Assignment
One (1)	School Principal IV	22	Elementary Schools, Division of Davao del Norte

2. Applicants must meet the minimum qualifications required by the position to be filled as indicated in the CSC – approved qualification standards listed below.

Position Title	Education	Training	Experience	Eligibility
School Principal IV	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	40 hours of relevant training	3 year as Principal	RA 1080 (Teacher)

3. DepEd Order No. 007, s. 2023 entitled, “Guidelines on Recruitment, Selection, and Appointment in the Department of Education” (Enclosure No. 3 to DepEd Order No. 007, S. 2023) shall be the basis for the evaluation of application documents.
4. Applicants are required to accomplish accurately the Online Application Form through this link: <https://forms.gle/rpwt6Umc5XVg61tp8>. Compliance of the said form is of utmost importance.



5. The applicant's folder must be lounged in the Records section first for tracking purposes before submitting it to the Personnel section in the Division Office. **Deadline for submission is 4:00 P.M. of January 24, 2024. (Submission of additional documents after the deadline will not be accepted).**
6. This Office highly encourages all interested qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender and expression (SOGIE), to apply. Attached is the Schedule of Recruitment and Selection Process.
7. Application documents must be placed in **WHITE** folder. Interested qualified applicants should signify their intent attached with the following documents:
 - a. Letter of Intent addressed to the Head of Office.
 - b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable;
 - c. Photocopy of valid and updated PRC License/ID, if applicable;
 - d. Photocopy of Certificate of Eligibility/Rating, if applicable;
 - e. Photocopy of scholastic/academic record such as but not limited to Transcript of Record (TOR) – CHED CAV, and Diploma, including completion of graduate and post-graduate units/degrees, if available;
 - f. Photocopy of Certificates/s of Training, if applicable;
 - g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - h. Photocopy of latest appointment, if applicable;
 - i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable;
 - j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted (see enclosed Annex C) and Data Privacy Consent Form;
 - k. Other documents as may be required for comparative assessment, such as but not limited to:
 - l. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment;
 - m. Photocopy of Performance Evaluation Ratings obtained from the relevant work experience, if the performance rating in Item (i) is not relevant to the position to be filled.
8. Individuals who failed to submit complete mandatory documents (Items 5.a to 5.j) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the



HRMPSB (Item 5.k to 5.m) shall not warrant exclusion from the pool of official applicants.

9. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement (Item 5.j), duly signed by the applicant. The HRMO and/or sub-committee shall check and verify the completeness, authenticity, and veracity of the documents submitted. Any false and fraudulent document submitted shall be grounds for disqualification.
10. For immediate and wide dissemination.


REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



Schedule of Recruitment and Selection Process

Activities	Schedule	In-charge	Venue
1. Publication of vacant positions	School Principal IV January 10 – 24, 2024	Admin Officer IV- HRMO	Division Office Bulletin and website
2. Acceptance of application documents	- Jan. 10 – 24, 2024	Records Section/ Personnel Section	Records Section or through depeddavnor.rsp@deped.gov.ph
3. Preliminary Screening	- Jan. 25 – 31, 2024	Admin Officer IV/ Secretariat	Personnel Section
4. Presentation/ Posting of CAR (shortlist of qualified applicants)	- Feb. 01, 2024		
5. Division HRMPSB Deliberation/Online Interview and Examination	- Feb. 08, 2024	HRMPSB	Online Modality
6. Conduct Division Background Investigation	- Feb. 09, 2024	HRMPSB/ Secretariat	
7. HRMPSB final deliberation and preparation of Ranking of Qualified Applicants	- Feb. 15, 2024	HRMPSB	
8. Submission of Ranked Qualified Applicants to the Appointing Authority (Schools Division Superintendent)	- Feb. 16, 2024 and onwards	HRMPSB	Office of the Schools Division Superintendent
9. Issuance of Appointments	- Feb. 17, 2024 and onwards	Admin Officer IV- HRMO	Personnel Section
10. Posting of Issued Appointments	- Feb. 20, 2024 and onwards	Admin Officer IV- HRMO	Division Office Bulletin and website

