



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

**Office of the Schools Division Superintendent**

January 18, 2023

DIVISION MEMORANDUM  
 No. 0019, s. 2023

**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 following vacant positions.

**SECONDARY SCHOOLS**

Number of Items	Position	SG	Assignment
Three (3)	School Principal II	20	Secondary Schools, Division of Davao del Norte
One (1)	School Principal I	19	
One (1)	Head Teacher IV	17	
One (1)	Head Teacher III	16	

2. Applicants must meet the basic qualification standards prescribed by the Civil Service Commission (CSC).

**SECONDARY SCHOOLS**

Position Title	Education	Training	Experience	Eligibility
School Principal II	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	40 hours of relevant training	1 year as Principal	RA 1080 (Teacher)
School Principal I	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units	40 hours of relevant training	HT for 1 year; or TIC for 2 years; or MT for 2 years; or Teacher for 5 years	RA 1080 (Teacher)





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Head Teacher IV	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 3 years; or Master Teacher (MT) for 2 years	RA 1080 (Teacher)
Head Teacher III	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	24 hours of relevant training	HT for 2 years; or Teacher for 5 years	RA 1080 (Teacher)

3. 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.
4. Application documents must be placed in **WHITE** folder. Interested qualified applicants should signify their intent attached with the following documents:
  1. Letter of Intent addressed to the Head of Office.
  2. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable;
  3. Photocopy of valid and updated PRC License/ID, if applicable;
  4. 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;
  5. Photocopy of Certificates/s of Training, if applicable;
  6. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
  7. Photocopy of the Performance Ratings (last 3 rating periods), if applicable;
  8. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form;
  9. Other documents as may be required for comparative assessment;
  10. 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;
  11. 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.





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5. For immediate and wide dissemination.



For the Schools Division Superintendent

**REBECCA C. SAGOT, CESO VI**  
Assistant Schools Division Superintendent

Date: JAN 19 2023





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Enclosure No. 1

**Schedule of Recruitment and Selection Process**

<b>Activities</b>	<b>Schedule</b>	<b>In-charge</b>	<b>Venue</b>
1. Publication of vacant positions	- School Principal II – August 02-17, 2022 November 02-17, 2022 January 04-19, 2023 - School Principal I – January 04-19, 2023 - Head Teacher IV – January 04-19, 2023 - Head Teacher III – January 04-19, 2023	Admin Officer IV-HRMO	Division Office Bulletin and website
2. Acceptance of application documents	- January 18-27, 2023	Records Section/ Personnel Section	Records Section or through <a href="mailto:depeddavnor.rsp@deped.gov.ph">depeddavnor.rsp@deped.gov.ph</a>
3. Preliminary Screening and preparation of shortlist of qualified applicants	- January 30 – February 07, 2023	Admin Officer IV/Secretariat	Personnel Section
4. Division HRMPSB Deliberation/Online Interview and Examination	- February 09, 2023	HRMPSB	Online Modality
5. Conduct Division Background Investigation	- February 10, 2023	HRMPSB/ Secretariat	
6. HRMPSB final deliberation and preparation of Ranking of Qualified Applicants	- February 10, 2023	HRMPSB	
7. Submission of Ranked Qualified Applicants to the Appointing Authority (Schools Division Superintendent)	- February 13, 2023	HRMPSB	Office of the Schools Division Superintendent
8. Issuance of Appointments	- February 14, 2023 and onwards	Admin Officer IV-HRMO	Personnel Section
9. Posting of Issued Appointments	- February 14, 2023 and onwards	Admin Officer IV-HRMO	Division Office Bulletin and website

