



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

Office of the Schools Division Superintendent

January 17, 2023

DIVISION MEMORANDUM
 No. 0021, 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.

ELEMENTARY SCHOOLS

Number of Items	Position	SG	Assignment
One (1)	Master Teacher II	19	Talaingod District
One (1)	Master Teacher II	19	Asuncion District
One (1)	Master Teacher I	18	Kapalong West District
One (1)	Master Teacher I	18	New Corella District
One (1)	Master Teacher I	18	San Isidro District
Two (2)	Master Teacher I	18	Asuncion District
Two (2)	Master Teacher I	18	Sto Tomas East District
Two (2)	Master Teacher I	18	Talaingod District

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

Position Title	Education	Training	Experience	Eligibility
Master Teacher II	Bachelor of Elementary Education (BEEd.) or Bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent	4 hours of relevant training	1 year as Master Teacher I or 4 years as Teacher III	RA 1080 (Teacher)
Master Teacher I	Bachelor of Elementary Education (BEEd.) or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	None required	3 years relevant experience	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:





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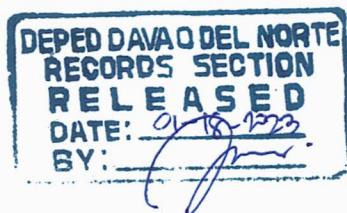
Office of the Schools Division Superintendent

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.
5. For immediate and wide dissemination.

For the Schools Division Superintendent

REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent

Date: JAN 18 2023





Republic of the Philippines
Department of Education

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SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

Enclosure No. 1

Schedule of Recruitment and Selection Process

Activities	Schedule	In-charge	Venue
1. Publication of vacant positions	- Master Teacher II – October 11-26, 2022 November 02-17, 2022 - Master Teacher I – June 02-17, 2022 July 11-26, 2022 August 02-17, 2022 September 02-17, 2022 November 02-17, 2022 December 09-24, 2022	Admin Officer IV- HRMO	Division Office Bulletin and website
2. Acceptance of application documents	- January 17-27, 2023	Records Section/ Personnel Section	Records Section or through depeddavnor.rsp@deped.gov.ph
3. Preliminary Screening and preparation of shortlist of qualified applicants	- January 28 – - February 09, 2023	Admin Officer IV/Secretariat	Personnel Section
4. Division HRMPSB Deliberation/Online Interview and Examination	- February 10, 2023	HRMPSB	Online Modality
5. Conduct Division Background Investigation	- February 13, 2023	HRMPSB/ Secretariat	
6. HRMPSB final deliberation and preparation of Ranking of Qualified Applicants	- February 14, 2023	HRMPSB	
7. Submission of Ranked Qualified Applicants to the Appointing Authority (Schools Division Superintendent)	- February 15, 2023	HRMPSB	Office of the Schools Division Superintendent
8. Issuance of Appointments	- February 16, 2023 and onwards	Admin Officer IV- HRMO	Personnel Section
9. Posting of Issued Appointments	- February 16, 2023 and onwards	Admin Officer IV- HRMO	Division Office Bulletin and website

