



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

Office of the Schools Division Superintendent

January 17, 2024

DIVISION MEMORANDUM

No. 0024, s. 2024

**ACCEPTANCE OF APPLICATION FOR VACANT POSITIONS**

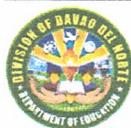
To: Office of the Assistant Schools Division Superintendent  
Division Human Resource Merit Promotion and Selection Board  
All Others Concerned

1. For the information and guidance of all concerned, the Office hereby announces the acceptance of application documents for the following vacant positions.

Number of Items	Position	SG	District/ School of Assignment
One (1)	Public Schools District Supervisor	22	Curriculum Implementation Division, Division of Davao del Norte
One (1)	Education Program Supervisor	22	Curriculum Implementation Division, Division of Davao del Norte

Number of Items	Position	SG	District/ School of Assignment
One (1)	Administrative Assistant III (Senior Bookkeeper)	9	Kapalong National High School, Division of Davao del Norte
Two (2)	Administrative Assistant II (Disbursing Officer II)	8	Office of the Schools Division Superintendent, Division of Davao del Norte Senior High School, Division of Davao del Norte

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



Position Title	Education	Training	Experience	Eligibility
Public Schools District Supervisor	Master's degree in Education or other relevant master's degree	16 hours of relevant training	5 years cumulative experience as Master Teacher, Head Teacher or Principal	RA 1080 (Teacher)/ PBET
Education Program Supervisor	Master's degree in Education or other relevant Master's degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Master Teacher or 2 years as Head Teacher	RA 1080 (Teacher)

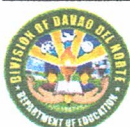
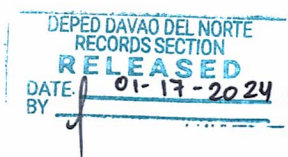
Position Title	Education	Training	Experience	Eligibility
Administrative Assistant III (Senior Bookkeeper)	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility
Administrative Assistant II (Disbursing Officer II)	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility

3. DepEd Order No. 007, s. 2023 entitled, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" (see Enclosure No. 4 to Related Teaching Positions and Enclosure No. 5 to Non-Teaching Positions) shall be the basis for the criteria, point system for hiring and promotion.
4. Applicants are required to accomplish accurately the Online Application Form through this link: <https://forms.gle/AfgGdcTDMX8abWVz5>. Compliance of the said form is of utmost importance.
5. The applicant's folder must be lounged at the Records section first for tracking purposes before submitting it to the Personnel section in the Division Office. **Deadline for submission is on 4:00 P.M. of February 01, 2024. (Submission of additional documents after the deadline will not be accepted).**
6. 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.
7. 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.
  8. 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.
  9. 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.
  10. For immediate and wide dissemination.

  
**REYNALDO B. MELLORIDA, CESO V**  
 Schools Division Superintendent



**Schedule of Recruitment and Selection Process**  
(Related Teaching and Non-Teaching Vacant Positions)

<b>Activities</b>	<b>Schedule</b>	<b>In-charge</b>	<b>Venue</b>
1. Publication of vacant positions	EPS PSDS AdAs III AdAs II - January 17 – February 01, 2024	Admin Officer IV- HRMO	Division Office Bulletin and website
2. Acceptance of application documents	- January 17 – February 01, 2024	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	- Feb. 02 – 09, 2024	Admin Officer IV/ Secretariat	Personnel Section
4. Presentation/ Posting of shortlist of qualified applicants	February 12, 2024		
5. Division HRMPSB Deliberation/Online Interview and Examination	- Separate memorandum will be issued/ To be announced	HRMPSB	Online Modality
6. Conduct Division Background Investigation	- Separate memorandum will be issued/ To be announced	HRMPSB/ Secretariat	
7. HRMPSB final deliberation and preparation of Ranking of Qualified Applicants	- Separate memorandum will be issued/ To be announced	HRMPSB	
8. Submission of Ranked Qualified Applicants to the Appointing Authority (Schools Division Superintendent)	- Separate memorandum will be issued/ To be announced	HRMPSB	Office of the Schools Division Superintendent
9. Issuance of Appointments	- Separate memorandum will be issued/ To be announced	Admin Officer IV- HRMO	Personnel Section
10. Posting of Issued Appointments	- Separate memorandum will be issued/ To be announced	Admin Officer IV- HRMO	Division Office Bulletin and website

