



Republic of the Philippines
Department of Education

REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

February 06, 2023

DIVISION MEMORANDUM

No. 0047, 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.

| Number of Items | Position | SG | Assignment |
|-----------------|---|----|--|
| One (1) | Administrative Officer II (Administrative Officer I) | 11 | Division of Davao del Norte |
| Two (2) | Administrative Assistant III (Senior Bookkeeper) | 9 | Talaingod District Kapalong East District |
| Six (6) | Administrative Assistant II (Disbursing Officer II) | 8 | Sawata National High School La Libertad National High School Datu Balong National High School Sto. Niño National High School Tanglaw National High School San Isidro District |
| One (1) | Administrative Aide VI (Clerk III) | 6 | Kipalili Elementary School |

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

| Position Title | Education | Training | Experience | Eligibility |
|---|--|------------------------------|-------------------------------|---|
| Administrative Officer II (Administrative Officer I) | Bachelor's Degree relevant to the job | None Required | None Required | Career Service (Professional) Second Level 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 |
| Administrative Aide VI (Clerk III) | Completion of two years studies in College | None Required | None Required | Career Service (Sub-Professional) First Level Eligibility |

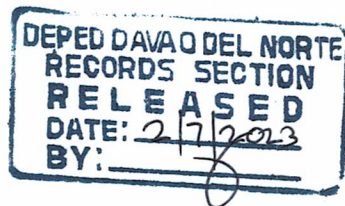




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3. DepEd Order No. 66, s. 2007 entitled, "Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions" shall be the basis for the evaluation of application documents.
4. This Office highly encourages 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.
5. 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 (7) 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: FEB 07 2023





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Enclosure No. 1

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

| Activities | Schedule | In-charge | Venue |
|--|--|---|---|
| 1. Publication of vacant positions | AO II - February 01-15, 2023 ADAS III - February 01-15, 2023 ADAS II - February 01-15, 2023 - February 06-16, 2023 ADA VI - February 01-15, 2023 | Admin Officer IV-HRMO | Division Office Bulletin and website |
| 2. Acceptance of application documents | February 06-16, 2023 | Records Section/ Personnel Section | Records Section or through depeddavnor.rsp@dep ed.gov.ph |
| 3. Preliminary Screening and preparation of short list of qualified applicants | February 17-27, 2023 | Admin Officer IV/Secretariat | Personnel Section |
| 4. Division HRMPSB Deliberation/Online Interview and Examination | February 28, 2023 | HRMPSB | Online Modality |
| 5. Conduct Division Background Investigation | March 01, 2023 | HRMPSB/ Secretariat | |
| 6. HRMPSB final deliberation and preparation of Ranking of Qualified Applicants | March 02, 2023 | HRMPSB | |
| 7. Submission of Ranked Qualified Applicants to the Appointing Authority (Schools Division Superintendent) | March 03, 2023 | HRMPSB | Office of the Schools Division Superintendent |
| 8. Issuance of Appointments | March 06, 2023 and onwards | Admin Officer IV-HRMO | Personnel Section |
| 9. Posting of Issued Appointments | March 06, 2023 and onwards | Admin Officer IV-HRMO | Division Office Bulletin and website |

