



Republic of the Philippines
Department of Education
 REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

DEPED DIVISION OF DAVAO DEL NORTE
 RECORDS SECTION
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By: _____

Office of the Schools Division Superintendent

January 21, 2022

DIVISION MEMORANDUM

No. 082, s. 2022

ACCEPTANCE OF APPLICATION FOR VACANT POSITIONS

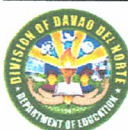
To: Office of the Assistant Schools Division Superintendent
 Division Human Resource Merit Promotion and Selection Board
 All Others Concerned

- 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)	Education Program Supervisor	22	School Governance and Operations Division, Division of Davao del Norte
One (1)	Public Schools District Supervisor	22	Curriculum Implementation Division, Division of Davao del Norte
One (1)	Attorney III	21	Office of the Schools Division Superintendent, Division of Davao del Norte
One (1)	Project Development Officer I	11	Division of Davao del Norte

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

Position Title	Education	Training	Experience	Eligibility
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 Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)
Public Schools District Supervisor	Master's degree in Education or other relevant Master's degree	16 hours of relevant training	5 years cumulative experience in instructional supervision	RA 1080 (Teacher)





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Position Title	Education	Training	Experience	Eligibility
Attorney III	Bachelor of Laws	4 hours relevant training	1 year of relevant training	RA 1080 (Bar)
Project Development Officer I	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) / Second Level Eligibility

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. Attached is the Schedule of Recruitment and Selection Process.
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/Application Letter (addressed to the Schools Division Superintendent);
 2. Fully accomplished and notarized Personal Data Sheet (PDS) with recent passport-sized Picture (CS Form No. 212, Revised 2017) and attached CS Form **Work Experience Sheet** which can be downloaded at www.csc.gov.ph;
 3. Performance Evaluation Ratings (last 3 rating period) (if applicable);
 4. Authenticated certificate of eligibility/rating/license;
 5. Authenticated copy of Official Transcript of Records (with **CAV** issued by CHED);
 6. Updated Service Records/Certificate of Employment;
 7. Certificate of training/ seminar/ workshops attended relevant to vacant position, recognition/appreciation within 5 years and not used in the latest promotion;
 8. Certificate of Outstanding Accomplishments
 - Outstanding employee award
 - Innovations, Research and Development Projects
 - Publication/Authorship
 - Consultant/Resource Speaker in Trainings/Seminars
 9. Latest Appointment (validated by CSC) (for Government Employees);
 10. Current Position Description Form (PDF) (for Government Employees) or Certified Current Job Description (for applicants from Private Company);
 11. Current Neuro-psychiatric exam result;





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12. NBI Clearance;
 13. Current Drug Test Result; and
 14. Omnibus Sworn Statement.
5. For immediate and wide dissemination.

DEE D. SILVA, DPA, CESO V
Schools Division Superintendent

Date: 1-21-22





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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
(Chief Education Supervisor Vacant Position)

Activities	Schedule	In-charge	Venue
1. Publication of vacant positions	EPS and PDO 1- *Dec. 28, 2021-Jan. 12, 2022 PSDS and Attorney III- *Jan. 12, 2022-Jan. 27, 2022	Admin Officer IV- HRMO	Division Office Bulletin and website
2. Submission of application documents	January 21, 2022 - February 02, 2022	Records Section/ Personnel Section	Records Section or depeddavnorhrmo@gmail.com
3. Preliminary Screening and preparation of short list of qualified applicants	February 04-09, 2022	Admin Officer IV/ Secretariat	Personnel Section
4. HRMPSB Deliberation/Online Interview and Examination	February 16, 2022	HRMPSB	Online Modality
5. Conduct Background Investigation	February 17-18, 2022	HRMPSB/ Secretariat	
6. HRMPSB final deliberation and preparation of Ranking of Qualified Applicants	February 28, 2022	HRMPSB	
7. Submission of Ranking of Qualified Applicants to the Appointing Authority (Schools Division Superintendent)	March 02, 2022	HRMPSB	Office of the Schools Division Superintendent
8. Issuance of Appointments	March 15, 2022 and onwards	Admin Officer IV- HRMO	Personnel Section
9. Posting of Issued Appointments	April 15, 2022 and onwards	Admin Officer IV- HRMO	Division Office Bulletin and website

