



Republic of the Philippines  
**Department of Education**

REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

March 12, 2024

DIVISION MEMORANDUM

No. 0097, 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

- 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	No. of Vacancy	District/ School of Assignment
One (1)	Project Development Officer II (for DRRM)	15	1	School Governance and Operations Division

Number of Items	Position	SG	No. of Vacancy	District/ School of Assignment
Two (2)	Guidance Counselor I	11	1	Carmen National High School
			1	Dujali National High School

Number of Items	Position	SG	No. of Vacancy	District/ School of Assignment
Six (6)	Administrative Assistant III	9	3	Office of the Schools Division Superintendent
			1	Sonlon National High School
			1	Sagayen National High School
			1	Elementary Education

Number of Items	Position	SG	No. of Vacancy	District/ School of Assignment
Thirteen (13)	Administrative Assistant II	8	3	Office of the Schools Division Superintendent, Division Office
			2	Senior High School
			1	Sawata National High School



			2	Sagayen National High School
			1	Kapalong National High School
			1	Limbaan National High School
			1	Tubod National High School
			2	Elementary Education

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

Position Title	Education	Training	Experience	Eligibility
Project Development Officer II	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	Career Service (Professional) Appropriate Eligibility for Second Level Position
Guidance Counselor I	Master's degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)
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. 5) shall be the basis for the criteria, point system for hiring and promotion to non-teaching positions.
4. Applicants are required to accomplish accurately the Online Application Form through this link: <https://forms.gle/9ZqCteJk7eS6Baq59>. Compliance of the said form is of utmost importance. **Screenshot of the accomplished Google Form must be attached in the application folder as part of the requirements.**
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 March 27, 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. Annex C – Checklist of Requirements and Omnibus Sworn Statement;
  - b. Letter of Intent addressed to the Head of Office;
  - c. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable;
  - d. Photocopy of valid and updated PRC License/ID, if applicable;
  - e. Photocopy of Certificate of Eligibility/Rating, if applicable;





- f. 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;
  - g. Photocopy of Certificates/s of Training, if applicable;
  - h. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
  - i. Photocopy of latest appointment, if applicable;
  - j. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable;
  - k. 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;  
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. Thus, incomplete mandatory documents are subject for return. Also, proper tabbing of pertinent papers must be observed.
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**  
(Non-Teaching Vacant Positions)

<b>Activities</b>	<b>Schedule</b>	<b>In-charge</b>	<b>Venue</b>
1. Publication of vacant positions	March 12 – 27, 2024	Admin Officer IV- HRMO	Division Office Bulletin and website
2. Acceptance of application documents	March 12 – 27, 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	April 01 – 08, 2024	Admin Officer IV/ Secretariat	Personnel Section
4. Posting of shortlisted qualified applicants	Separate memorandum will be issued/ To be announced		
5. Division HRMPSB Deliberation / Interview and Examination	Separate memorandum will be issued/ To be announced	HRMPSB	
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

