



23-16180

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

Office of the Schools Division Superintendent

April 04, 2023

DIVISION MEMORANDUM
No. 0157 s. 2023

**ACCEPTANCE OF APPLICATION OF SCHOOL IN-CHARGE FOR ELEMENTARY
AND SECONDARY LEVELS**

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 teachers who aspire, and who are prepared and equipped to be designated as School In-Charge and are willing to be assigned to any school within the Division of Davao del Norte.
- The qualified applicants will be ranked according to the points earned based on the documents submitted. The said ranking of applicants will be used for the basis of future vacant positions of School In-Charge.
- Applicants must meet the basic qualification standards prescribed by the Civil Service Commission (CSC) as follows;

Position Title	Education	Training	Experience	Eligibility
School-in-Charge	Bachelor's degree in Elementary/Secondary Education; or Bachelor's degree with 18 units professional education units with appropriate field of specialization	None required	Three (3) years teaching experience	RA 1080 (Teacher)

- 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.
- Schedule of Recruitment and Selection Process:

Date	Particulars
April 11-14, 2023	Receiving of Application Documents
April 17-21, 2023	Preliminary Screening and candidate shortlisting
April 25-26, 2023	Deliberation of Elementary and Secondary School In-Charge candidates



Address: Mankilam, Tagum City, Davao del Norte
 Telephone Number: (084) 216 0188
 Website: www.depeddavnor.ph | Facebook: DepEd Davao del Norte





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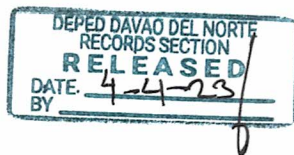
Office of the Schools Division Superintendent

- Attached herewith is the checklist of requirements that should be submitted. Applicants should prepare **two (2) sets** of these requirements. One (1) copy of each basic documentary requirement enclosed with a **white folder**.
- For immediate and wide dissemination.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

Date: 4/4/2023

For the Schools Division Superintendent:



REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent

Per/fah



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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

	Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
			Status of Submission <i>(Check if complied)</i>	Remarks
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer			
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/Report of Rating, if applicable			
e.	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
	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 assessment, if applicable			
j.	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			
k.	Other documents as may be required for comparative assessment:			
	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			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.