



Republic of the Philippines
Department of Education
REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

September 02, 2025

DIVISION MEMORANDUM

No. 0238, s. 2025

**REPUBLICATION OF VACANCY: CHIEF EDUCATION
SPUERVISOR POSITION**

To: Assistant Schools Division Superintendent
Chief Education Supervisor - CID
Division Human Resource Merit Promotion and Selection Board
All Others Concerned

1. In view of the **Civil Service Commission (CSC)-approved modifications** to the *basic qualification standards* for the position of **Chief Education Supervisor**, this Office announces the **republishing of the vacant position** to provide all qualified and interested applicants the opportunity to submit their application documents in accordance with the updated requirements.
2. Applicants must meet the **minimum qualifications required by the position to be filled as indicated in the CSC** – approved qualification standards listed below:

Position Title	Education	Training	Experience	Eligibility
Chief Education Supervisor	Master's degree or Certificate in Leadership and Management from CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	PBET/Teacher /RA 1080/ Career Service Professional /Second Level Eligibility

3. In the herein summary of training, the applicants must be guided on the parameters of the supervisory / management training as stipulated in the ORA-OHRA Section 68, paragraph 2, that – “Management training includes courses, workshops, seminars, and other learning and development interventions that develop and/or enhance knowledge, skills and attitudes to enable successful performance of management functions such as planning, organizing, directing, controlling, coordinating, overseeing the activities of our organization, a unit thereof or a group. It is intended to develop / enhance **leadership competencies** (*Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Creatively, and Creating and Nurturing a High-Performance Organization*) to prepare managers in managing people and work.”

4. All interested applicants are advised to pay attention to the following criteria to be used for hiring and promotion:
- DepEd Order No. 007, s. 2023** entitled, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" (**Enclosure No. 4 – Criteria and Point System for Hiring and Promotion to Related-Teaching Positions**) shall be the basis for the evaluation of application documents.
 - Instructions to qualified applicants:
 - Application documents must be placed in **White** folder.
 - Interested qualified applicants should signify their intent attached with the required documents (see **Enclosure No. 1**).
 - Applicants are required to accomplish accurately the **Applicant's Form** through this link: <https://forms.office.com/r/A2vTKVbdrh>. Compliance with the said form is of utmost importance.
 - The applicant's folder must be lounged in the Records section for tracking purposes before submitting it to the Personnel section in the Division Office.
Deadline for submission is on or before 4:00 P.M. of September 11, 2025 (complete documents including additional documents). Submission of additional documents after the deadline will not be accepted.
 - Applicants who failed to submit complete mandatory documents (refer to Enclosure No. 1) on the indicated deadline 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 shall not warrant exclusion from the pool of official applicants. Thus, **incomplete mandatory documents are subject to return**.
 - Application Documents **shall be properly ear-tagged** (*use white paper and text in black font color*)
5. Applicants who previously submitted their documents under the earlier publication of this position **may update their application documents** to ensure alignment with the requirements of this republication, which **supersedes the previously posting**.
6. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, 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.
7. 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.
8. For immediate and wide dissemination.



REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

Personnel: Hiring/nbi

Enclosure No: 1. Checklist of Requirements

2. Annex C

3. Summary of Trainings

4. Summary of Experiences



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CHECKLIST OF REQUIREMENTS

A	Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted (see Enclosure No. 3 for Annex C) and Data Privacy Consent Form
B	Letter of Intent addressed to the Head of Office
C	Two original copies of 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	Enclosure No. 3 – Summary (Training)
H	Photocopy of Certificates/s of Training, if applicable
I	Enclosure No. 4 – Summary (Experience)
J	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
K	Photocopy of latest appointment, if applicable
L	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable
Other documents as may be required for comparative assessment, such as but not limited to:	
M	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 (refer to the Criteria and Point System for Hiring and Promotion to Related-Teaching Positions of Enclosure No. 04 to DepEd Order No. 07, s. 2023)

CHECKLIST OF REQUIREMENTS

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

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant, Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or 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			
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 and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
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:

Human Resource Management Officer**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.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

SUMMARY - TRAINING

TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS
	From	To	
Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years.			

Prepared by:

Verified:

Name and Signature of Applicant

HRMPSB/Sub-committee

SUMMARY - EXPERIENCE

POSITION TITLE	DEPARTMENT/AGENCY/OFFICE/ COMPANY (Write in full/Do not abbreviate)	INCLUSIVE DATES (mm/dd/yyyy)		Year/s	Month/s
		From	To		
<i>Start from your recent work. Description of duties should be indicated in the attached Work Experience sheet.</i>					
<i>Example:</i>					
TOTAL					

Prepared by:

Verified:

Name and Signature of Applicant

HRMPSB/Sub-committee