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

**Office of the Schools Division Superintendent**

August 16, 2023

DIVISION MEMORANDUM  
No. 0289, 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

- For information and guidance, the Office hereby announces the acceptance of application documents for the following vacant positions.

**ELEMENTARY SCHOOLS**

Number of Items	Position	SG	Assignment
One (1)	Master Teacher II	19	Asuncion District
Three (3)	Master Teacher I	18	Talaingod District
One (1)	Master Teacher I	18	San Isidro District
One (1)	Master Teacher I	18	Kapalong West District
One (1)	Master Teacher I	18	Carmen District

**SECONDARY SCHOOLS**

Number of Items	Position	Subject Area	SG	Assignment
One (1)	Master Teacher II	English	19	Sto. Tomas National High School
One (1)	Master Teacher I	Math	18	Carmen National High School
One (1)	Master Teacher I	Edukasyon sa Pagpapakatao	18	Kapalong National High School
One (1)	Master Teacher I	Araling Panlipunan	18	Kapalong National High School

**SENIOR HIGH SCHOOLS**

Number of Items	Position	Track	Strand	SG	Assignment
One (1)	Master Teacher I	Academic Track	HUMSS	18	New Corella National High School
One (1)	Master Teacher I	Academic Track	HUMSS	18	Carmen National High School



2. Applicants must meet the minimum qualifications required by the position to be filled as indicated in the CSC – approved qualification standards listed below:

### ELEMENTARY SCHOOL

Position Title	Education	Training	Experience	Eligibility
Master Teacher II	Bachelor of Elementary Education (BEd.) or Bachelor's degree plus 18 professional units in Education; and 24 units for a Master's degree in Education or its equivalent	4 hours of relevant training	1 year as Master Teacher I or 4 years as Teacher III	RA 1080 (Teacher)
Master Teacher I	Bachelor of Elementary Education (BEd.) or Bachelor's degree plus 18 professional units in Education; and 18 units for a Master's degree in Education or its equivalent	None required	3 years relevant experience	RA 1080 (Teacher)

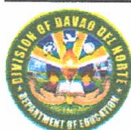
### SECONDARY SCHOOL

Position Title	Education	Training	Experience	Eligibility
Master Teacher II	Bachelor of Secondary Education (BSEd.) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 24 units for a Master's degree in Education or its equivalent	4 hours of relevant training	1 year as Master Teacher I or 4 years as Teacher III	RA 1080 (Teacher)
Master Teacher I	Bachelor of Secondary Education (BSEd.) or Bachelor's degree plus 18 professional units in Education with appropriate major; and 18 units for a Master's degree in Education or its equivalent	None required	3 years relevant experience	RA 1080 (Teacher)

### SENIOR HIGH SCHOOL

Position Title	Education	Training	Experience	Eligibility
Master Teacher I (Senior High School - Academic Track)	Master's degree in relevant strand/subject	8 hours of training relevant to the subject area of specialization	4 years of relevant teaching/industry work experience	<ul style="list-style-type: none"> <li>● Applicants for a permanent appointment: RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring;</li> <li>● Applicants for a contractual position: None Required;</li> <li>● Practitioners (part-time only): None required</li> </ul>

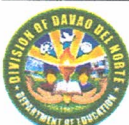
3. MEC Order No. 10, s. 1979 entitled, "Implementing Rules and Regulations for the System of Career Progression for Public School Teachers" shall be the basis for the evaluation of application documents.
4. This Office highly encourages all interested qualified applicants, including persons with disability (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 **BROWN** folder. Interested qualified applicants should signify their intent attached with the following documents:
  - a. Letter of Intent addressed to the Head of Office.
  - 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/Rating, if applicable;
  - e. 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;
  - f. Photocopy of Certificates/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 (see enclosed Annex C) and Data Privacy Consent Form;
  - k. 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 for three (3) rating period obtained from the relevant work experience if the performance rating in Item (i) is not relevant to the position to be filled.
6. 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.
7. 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.
8. For immediate and wide dissemination.



**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent



**Schedule of Recruitment and Selection Process**

<b>Activities</b>	<b>Schedule</b>	<b>In-charge</b>	<b>Venue</b>
1. Publication of vacant positions	- Master Teacher I – August 16 – 31, 2023	Admin Officer IV- HRMO	Division Office Bulletin and website
2. Acceptance of application documents	- August 16 – 31, 2023	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	- September 01 – 06, 2023	Admin Officer IV/ Secretariat	Personnel Section
4. Presentation/ Posting of CAR (shortlist of qualified applicants)	- September 7 – 13, 2023		
5. Division HRMPSB Deliberation/Online Interview and Examination	- Separate memorandum will be issued/ To be announced	HRMPSB	Online Modality
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



**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", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here 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.