



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

**Office of the Schools Division Superintendent**

November 24, 2025

DIVISION MEMORANDUM  
No. 0315, s. 2025

**ACCEPTANCE OF APPLICATION FOR THE  
VACANT SPECIAL EDUCATION TEACHER POSITIONS**

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

1. For information and guidance, this Office announces the call for application for the following listed vacant positions due to natural vacancies:

Number of Items	Position	SG	Vacant per School	School Assignment
Two (2)	Special Education Teacher I	14	1	New Corella NHS
			1	Sto. Tomas NHS
One (1)	Special Education Teacher II	15	1	Carmen CESSC
One (1)	Special Education Teacher III	16	1	Maniki CESSC

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
Special Education Teacher I	Bachelor's degree in Education with specialization in Special Education	None Required	None Required	RA 1080 (Teacher)
Special Education Teacher II	Bachelor's degree in Education with specialization in Special Education	4 hours of relevant training	1 year experience as Special Education Teacher	
Special Education Teacher III	Bachelor's degree in Education with specialization in Special Education	4 hours of relevant training	2 years experience as Special Education Teacher	

3. All interested applicants are advised to pay attention to the following criteria to be used for hiring and promotion:

- a. **DepEd Order No. 20, s. 2024** titled, "Guidelines on the Recruitment, Selection, and Appointment to Higher Teaching Positions shall be the basis for the evaluation of application documents.

b. The table below is the Point System for Comparative Assessment:

Criteria	Breakdown of Points
a. Education	10
b. Training	10
c. Experience	10
d. Performance	30
e. PPST COIs (Classroom Observation)	25
f. PST NCOIs (Portfolio Annotations and BEI)	15
<b>Total</b>	<b>100</b>

c. Instructions to qualified applicants:

- i. Application documents must be placed in **White** folder.
- ii. Interested qualified applicants should signify their intent attached with the required documents (see **Enclosure No. 1**).
- iii. Applicants are required to accomplish accurately the Online Application Form through this link: <https://forms.office.com/r/TqszPxtbUf>. Compliance with the said form is of utmost importance.
- iv. The applicant's folder must be lodged 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 December 05, 2025** (complete documents including additional documents). Submission of additional documents after the deadline will not be accepted.
- v. 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**.
- vi. Application Documents **shall be properly ear-tagged (use white paper and text in black font color)**

4. 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.
5. 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.
6. For immediate and wide dissemination.



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



Enclosure: As is  
 Per/nbi

### CHECKLIST OF REQUIREMENTS

<b>A</b>	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>B</b>	Letter of intent addressed to the SDS containing the following information: <i>i. Statement of Purpose/Expression of interest</i> <i>ii. Position applied for</i>
<b>C</b>	Two original copies of duly accomplished PDS with Work Experience Sheet (CS Form 212, Revised 2025)
<b>D</b>	Photocopy of valid and updated PRC License/ID, if applicable
<b>E</b>	Certificate of Competency Level issued by Authorized body (if applicable)
<b>F</b>	Photocopy of scholastic/academic record (i.e., Special Orders, Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)
<b>G</b>	Enclosure No. 4 – Summary (Experience)
<b>H</b>	Photocopy of duly signed Service Record
<b>I</b>	Photocopy of latest appointment
<b>J</b>	Enclosure No. 3 – Summary (Training)
<b>K</b>	Photocopy of certificate/s of completion of National Educators Academy of the Philippines (NEAP)-accredited professional development programs/ courses, or certificates of training issued by NEAP-accredited public and private institutions or Photocopy of certificate/s of relevant specialized trainings or professional development programs, if any
<b>L</b>	Photocopy of Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II, Trainers Methodology Certificate (TMC) (for SHS applicants in the Technical-Vocational-Livelihood (TVL) track only);
<b>M</b>	Photocopy of the required Performance Rating(s) with at least Very Satisfactory rating <i>(For teaching positions: The applicant shall submit at most three (3) performance ratings depending on the performance requirements. The latest performance rating shall cover one (1) year complete performance rating period in the current position)</i>
<b>N</b>	Certificate of Rating (COR) in the School Head Assessment (National Qualifying Examination for School Heads (NQESH) or Principal's Test) (for School Principal positions only);
<b>O</b>	Other documents as may be required by the HRMPSB For Teaching: portfolio for the assessment of identified PPST non-classroom observable indicators.

Enclosure: As is  
Per/nbi

Annex C-1

CHECKLIST OF REQUIREMENTS

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

Application Code: \_\_\_\_\_

Basic Documentary Requirement	Status of Submission (To be filed-out by the applicant; Check if submitted)	Verification	
		Status of Submission (Check if copied)	Remarks
a. Letter of intent addressed to the SDS			
b. Duly accomplished PDS with Work Experience Sheet (CS Form No. 212, Revised 2017)			
c. Photocopy of Voter's ID and/or any proof of residency			
d. Photocopy of valid and updated PRC License/ID			
e. Photocopy of Certificate of Board Rating			
f. Photocopy of scholastic/academic record (i.e., Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available)			
g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable			
h. Photocopy of latest appointment (for those applying for promotion)			
i. Photocopy of certificate/s of relevant specialized trainings or professional development programs			
j. Photocopy of valid Technical Education and Skills Development Authority (TESDA) National Certificate (NC) II , Trainers Methodology Certificate (TMC), if applicable			
k. Photocopy of the required Performance Ratings with at least Very Satisfactory rating. (Note: Submit at most three (3) performance ratings depending on the performance requirements per Item 25 of this Order. The latest performance rating shall cover one (1) year complete performance rating period in the current position)			
l. Checklist of Requirements, CAV, Data Privacy Consent Form			
m. Other documents as may be required by the HRMPSB for comparative assessment (e.g. Portfolio or Means of Verification (MOVs) for the assessment of identified PPST NCOIs			

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", all electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and shall suffice as 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 as to be usable for subsequent reference.

Download link of this form: <https://tinyurl.com/HiringAnnexesDepEdDavNor>

Enclosure: As is  
Per/nbi

Enclosure No. 3 to the Division Memorandum No. 0315, s. 2025

## SUMMARY - TRAINING

Prepared by:

Verified:

**Name and Signature of Applicant**

---

HRMPSB/Sub-committee

Download link of this form: <https://tinyurl.com/HiringAnnexesDepEdDayNor>

*Enclosure: As is  
Per/nbi*

Enclosure No. 4 to the Division Memorandum No. 0315, s. 2025

## **SUMMARY - EXPERIENCE**

Prepared by:

Verified:

**Name and Signature of Applicant**

HRMPSB/Sub-committee

Download link of this form: <https://tinyurl.com/HiringAnnexesDepEdDavao>

Enclosure: As is  
Per/nbi