



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

Office of the Schools Division Superintendent

December 9, 2025

DIVISION MEMORANDUM

No. 0319, s. 2025

**ACCEPTANCE OF APPLICATION FOR THE VACANT
PROJECT DEVELOPMENT OFICER II (DRRM) POSITION**

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

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

Number of Items	Position	SG	Assignment
One (1)	Project Development Officer II	15	Schools Governance and Operations Division

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
Project Development Officer II	Bachelor's degree relevant to the job Preferred: Bachelor's degree in Disaster Resiliency and Management	4 hours of relevant training Preferred: 4 hours of relevant training on: -Incident Command System -Emergency Operations Center -DRRM Related Skills (Basic Life Support, Standard First Aid, Facilitation Skills, Fund Utilization Management, etc.)	1 year of relevant experience Preferred: 1 year of relevant experience	Career Service (Professional) Second Level Eligibility

3. 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. 5 – Criteria and Point System for Hiring and Promotion to Non-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 online **Applicant's Form** through this link: <https://forms.office.com/r/HzKrJhzsHZ>. 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 December 19, 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)
- 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.
- 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.
- For immediate and wide dissemination.




REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

Enclosure:
No. 1 Checklist of Requirements
No. 2 Annex C
No. 3 Summary – Training
No. 4 Summary - Experience
Personnel: Hiring/nbi

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. 05 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 compiled)	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.

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

SUMMARY - TRAINING

Prepared by:

Verified:

Name and Signature of Applicant

HRMPSB/Sub-committee

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

SUMMARY - EXPERIENCE

Prepared by:

Verified:

Name and Signature of Applicant

HRMPSB/Sub-committee

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