



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

Office of the Schools Division Superintendent

October 03, 2023

DIVISION MEMORANDUM

No. 0377, 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

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

Number of Items	Position	SG	District	No. of Vacancy	School of Assignment
Twenty-Eight (28)	Administrative Officer II (Administrative Officer I)	11	Asuncion	1	Sta. Filomena ES
				1	Camansa Lower ES
			Carmen	1	Cebulano ES
				1	Guadalupe ES
				1	Salvacion ES
			Kapalong East	1	Adelanto ES
			Langilan	1	Banualay ES
				1	Taongatok ES
				1	Tiapo ES
				1	Luno-Luno Primary School
				1	Maguimon ES
				1	Mansalinao ES
				1	Ngan ES
				1	Lower Tagasan Primary School
				1	Lapangon ES
				2	Kapatagan Integrated School
				Kapalong West	1
			New Corella	1	Silangan ES
			Talaingod	1	Malapanit Primary School
				1	Natulinan ES
				1	Banaog ES
				1	K.M. 31 Primary School
				1	Kuyas ES
				1	Napisulan ES
				1	Central Baugan IS
				1	Mesolong IS
			1	Butay IS	



Number of Items	Position	SG	No. of Vacancy	District/ School of Assignment
Three (3)	Administrative Assistant III	9	1	Office of the Schools Division Superintendent
			1	Sto. Tomas West/ Sto. Tomas CES SPED Center
			1	Sawata National High School

Number of Items	Position	SG	No. of Vacancy	District/ School of Assignment
One (1)	Administrative Aide VI	6	1	Office of the Schools Division Superintendent, Division Office

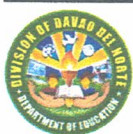
Number of Items	Position	SG	No. of Vacancy	District	Cluster School of Assignment
Three (3)	Project Development Officer I	11	1	Sto. Tomas East	Nafco Central ES San Miguel ES New Visayas
			1	Braulio E. Dujali	Dujali CES Cabay-angan ES Casig-ang ES
			1	San Isidro	Sawata Ernandcor CES Kipalili ES Pinamuno ES

2. Applicants must meet the basic qualification standards prescribed by the Civil Service Commission (CSC).

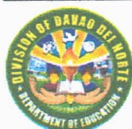
Position Title	Education	Training	Experience	Eligibility
Administrative Officer II (Administrative Officer I)	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
Administrative Assistant III (Senior Bookkeeper)	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility
Administrative Aide VI (Clerk III)	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional)/ First Level Eligibility
Project Development Officer I	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility

3. DepEd Order No. 007, s. 2023 entitled, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education" (see Enclosure No. 5) shall be the basis for the criteria, point system for hiring and promotion to non-teaching positions.

4. Applicants are required to fill in the Online Application Form through this link: <https://forms.gle/tor1RfgpXfoib4MF8>



5. The applicant's folder must be lounged at the Records section first for tracking purposes before submitting it to the Personnel section in the Division Office. **Deadline for submission is on 4:00 P.M. of October 18, 2023. (Submission of additional documents after the deadline will not be accepted).**
6. Application documents must be placed in **WHITE** 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 obtained from the relevant work experience, if the performance rating in Item (i) is not relevant to the position to be filled.
7. 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.
8. 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.



9. 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.
10. For immediate and wide dissemination.


REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



Schedule of Recruitment and Selection Process
(Non-Teaching Vacant Positions)

Activities	Schedule	In-charge	Venue
1. Publication of vacant positions	AO II PDO I - October 03 – 18, 2023	Admin Officer IV- HRMO	Division Office Bulletin and website
2. Acceptance of application documents	- October 03 – 18, 2023	Records Section/ Personnel Section	Records Section or through depeddavnor.rsp@deped.gov.ph
3. Preliminary Screening	- October 18 – 25, 2023	Admin Officer IV/ Secretariat	Personnel Section
4. Presentation/ Posting of CAR (shortlist of qualified applicants)	- October 25 – November 03, 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

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: ____
Position Title	Administrative Officer II	Salary Grade	11
Parenthetical Title	Administrative Officer I	Governance Level	School
Unit	Elementary School or Junior High School	Division	
Reports to	School head	Effectivity Date	
Positions Supervised	Administrative Assistants/Aides in the School	Page/s	
JOB SUMMARY			
This position is responsible for the implementation of an effective and efficient administrative support and selected financial functions particularly on personnel administration, property custodianship, and financial-related tasks in the school.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		
B. Preferred Qualifications			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Position Title	Project Development Officer I	Salary Grade	11
Parenthetical Title	None	Governance Level	School
Unit	Elementary School or Junior High School	Division	None
Reports to	School head	Effectivity Date	None
Positions Supervised	None	Page/s	
JOB SUMMARY			
Under the direct supervision of the School Head, the position is responsible for facilitating the implementation of the various programs, projects, and activities initiated by the School or mandated by the DepEd Central Office at the School level. The position is expected to perform tasks or roles related to program management and implementation, coordination, partnerships, and advocacy in the school.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor's degree relevant to the job		
Experience	None required		
Eligibility	Career Service Professional (Second Level Eligibility)		
Trainings	None required		