



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

Office of the Schools Division Superintendent

October 6, 2023

DIVISION MEMORANDUM

No. 0381, s. 2023

**CALL FOR APPLICATION TO THE POSITION OF ASSISTANT SCHOOLS
DIVISION SUPERINTENDENT**

TO: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Public Schools District Supervisors
Education Program Specialists
Section Heads
All Other Concerned

Relative to the Regional Memorandum AD-2023-200 dated September 22, 2023, the Regional Search Committee- Screening Committee will convene to screen, evaluate, and interview candidates to vacant third level positions- Assistant Schools Division Superintendent.

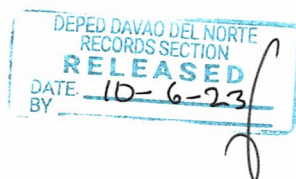
All interested and qualified applicants shall submit the documentary documents as attached in this memorandum for perusal. Submit requirements via email personnel.region11@deped.gov.ph on or before October 16, 2023.

For immediate and wide dissemination.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent

REBECCA C. SAGOT, CESO VI
Assistant Schools Division Superintendent





Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM

AD-2023-200

To : Assistant Regional Director
Schools Division Superintendents
Chiefs of Functional Divisions

Subject: CALL FOR APPLICATION TO THE POSITION OF ASSISTANT
SCHOOLS DIVISION SUPERINTENDENT

Date : September 22, 2023

The Regional Search Committee – Screening Committee will convene to screen, evaluate, and interview candidates to vacant third level positions.

In this connection, it is requested that the qualified applicants shall submit the following documentary requirements to be sent via personnel.region11@deped.gov.ph on or before October 16, 2023.

- a. Duly accomplished Updated Personal Data Sheet (CSC Form 212), revised 2017;
- b. Detailed Curriculum Vitae, including a list and description of any qualifying examinations, relevant trainings participated, projects and/or work processes initiated/led/accomplished, and relevant citations/awards received;
- c. Service Records;
- d. Certificate of Eligibility (EMT/CESO/CESE etc.) (Certified True Copy);
- e. Latest Transcript of Records (Certified True Copy);
- f. Performance ratings for the last two (2) rating periods (2021 and 2022);
 - CESPES ratings from Career Executive Service Board;
 - Office/Individual Performance Commitment and Review Form (OPCRF/IPCRF) of the Result-based Performance Management System;
- g. Duly accomplished one (1) page Applicant Profile using the attached template; and
- h. Any other relevant documents.



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

ISO 9001:2015 - Certified



Republic of the Philippines
Department of Education
 DAVAO REGION

Office of the Regional Director

In view thereof, the following schedule will be followed by the HRMPSB.

<i>Date and Time</i>	<i>Name of Activity</i>	<i>Venue</i>
October 20, 2023 – 8:30 a.m. to 10:00 a.m.	Deliberation for Qualified Applicants	Waling-Waling Hall
October 23, 2023 – 8:30 a.m. to 12:00 n.n.	Open Ranking Activity with the Applicants	Waling-Waling Hall
October 31, 2023 – 8:30 a.m. to 12:00 n.n.	Online Employment Interview	Microsoft Teams
November 06, 2023 – 1:30 p.m.	Online Presentation of Ranking to HRMPSB	Waling-Waling Hall
November 08, 2023	Submission of Rank/Results to the ORD	Office of the Regional Director

Widest dissemination of this information is desired.

By the Authority of the Regional Director:

[Signature] 10-04-2023
ARIS B. JUANILLO, PhD
 Chief Education Supervisor
 Officer-In-Charge *AB-J*

Enclosed: As stated.

ROA3/PS/ljtj

DEPARTMENT OF EDUCATION
 RECORDS SECTION
RELEASED

RV: *[Signature]* Oct. 5, 2023
 24342

