



Republic of the Philippines  
**Department of Education**

REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

October 11, 2023

DIVISION MEMORANDUM

No. 0390, s. 2023

**ACCEPTANCE OF APPLICATION FOR ELEMENTARY AND SECONDARY SCHOOL IN-CHARGE**

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 School In-Charge vacancy.

Position	Assignment
School In-Charge	Elementary and Secondary Schools within the Schools Division of Davao del Norte

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

Position Title	Education	Training	Experience	Eligibility
School-in-Charge	Bachelor’s degree in Elementary/Secondary Education; or Bachelor’s degree with 18 units professional education units with appropriate field of specialization	None required	Three (3) years teaching experience	RA 1080 (Teacher)

- DepEd Order No. 007, s. 2023 entitled, “Guidelines on the Recruitment, Selection, and Appointment (RSA) in the Department of Education”, Enclosure No. 3 “Criteria and Point System for Hiring and Promotion to School Administration Positions” shall be the basis for the evaluation of application documents.
- 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 (see Enclosure No. 1)
- Application documents must be placed in **WHITE** folder. Interested qualified applicants should signify their intent attached with the following documents:
  - Letter of Intent/Application Letter (addressed to the Schools Division Superintendent);





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2. Duly accomplished and notarized Personal Data Sheet (PDS) with recent passport-sized Picture (CS Form No. 212, Revised 2017) and attached CS Form **Work Experience Sheet** which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
  3. Photocopy of Certificate of Eligibility/Rating/License/ID;
  4. Photocopy of **CAV** issued by CHED; Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
  5. Photocopy of Updated Service Record or Certificate of Employment, if applicable;
  6. Photocopy of Performance Evaluation Ratings (last 3 rating period) (if applicable);
  7. Photocopy of Certificate of Training/ seminar/ workshops attended relevant to vacant position, recognition/appreciation within 5 years and not used in the latest promotion, if applicable;
  8. Photocopy of Certificate of Outstanding Accomplishments, if applicable;
    - Outstanding employee award
    - Innovations, Research and Development Projects
    - Publication/Authorship
    - Consultant/Resource Speaker in Trainings/Seminars
  9. Photocopy of Latest Appointment (validated by CSC) (for Government Employees only);
  10. Photocopy of Current Position Description Form (PDF) (for Government Employees) or Certified Current Job Description (for applicants from Private Company);
  11. Filled-up data privacy consent/agreement.  
<https://www.depeddavnor.ph/personnel/form/Data%20Privacy%20Form.pdf>
  12. Omnibus Sworn Statement.
6. 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



Per/AAS





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Enclosure No. 1

**Schedule of Recruitment and Selection Process**  
(School Administration Vacant Positions)

<b>Activities</b>	<b>Schedule</b>	<b>In-charge</b>	<b>Venue</b>
1. Acceptance of application documents	October 11-20, 2023	Records Section/Personnel Section	Records Section or through depeddavnor.rsp@deped.gov.ph
2. Preliminary Screening	October 21-28, 2023	Administrative Officer IV/Secretariat	Personnel Section
3. Presentation/ Posting of CAR (shortlist of qualified applicants)	- October 29 – November 07, 2023		
4. Division HRMPSB Deliberation/Online Interview and Examination	- Separate memorandum will be issued/ To be announced	HRMPSB	Online Modality
5. Conduct Division Background Investigation	- Separate memorandum will be issued/ To be announced	HRMPSB/ Secretariat	
6. HRMPSB final deliberation and preparation of Ranking of Qualified Applicants	- Separate memorandum will be issued/ To be announced	HRMPSB	
7. 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

