



Republic of the Philippines  
**Department of Education**  
 REGION XI

**SCHOOLS DIVISION OF DAVAO DEL NORTE**

Office of the Schools Division Superintendent

October 27, 2023

DIVISION MEMORANDUM

No. 0408, 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

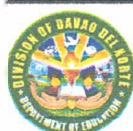
1. For the information and guidance of all concerned, the Office hereby announces the acceptance of application documents for the following vacant positions.

Number of Items	Position	SG	Assignment
One (1)	Medical Officer III	21	School Governance and Operations Division, Division of Davao del Norte
One (1)	Nurse II	16	School Governance and Operations Division, Division of Davao del Norte

Number of Items	Position	SG	District	No. of Vacancy	School of Assignment
Three (3)	Administrative Officer II (Administrative Officer I)	11	Sto. Tomas East	1	Nafco CES
			Talaingod	1	Kimamon ES
				1	Cabadiangan IS
One (1)	Administrative Assistant II (Disbursing Officer)	8	-	1	Kimamon National High School

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
Medical Officer III	Doctor of Medicine	None Required	None Required	RA 1080 (Doctor)
Nurse II	Bachelor of Science in Nursing	4 hours relevant training	1 year relevant experience	RA 1080 (Nurse)



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 II (Disbursing Officer)	Completion of two years studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First 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/SZLGrDEFPKiEdpZw6>
5. The applicant’s folder must be lounged in the Records section first for tracking purposes before submitting it to the Personnel section in the Division Office. **Deadline for submission is 4:00 P.M. of November 08, 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.

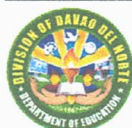


7. Individuals who failed to submit complete mandatory documents (Items 5.a to 5.j) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the 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

For the Schools Division Superintendent

  
**REBECCA C. SAGOT, CESO VI**  
Assistant Schools Division Superintendent



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

<b>Activities</b>	<b>Schedule</b>	<b>In-charge</b>	<b>Venue</b>
1. Publication of vacant positions	Medical Officer III Nurse II Administrative Officer II Administrative Assistant II - Oct. 27 – Nov. 08, 2023	Admin Officer IV- HRMO	Division Office Bulletin and website
2. Acceptance of application documents	- Oct. 27 – Nov. 08, 2023	Records Section/ Personnel Section	Records Section or through <a href="mailto:depeddavnor.rsp@deped.gov.ph">depeddavnor.rsp@deped.gov.ph</a>
3. Preliminary Screening	- Nov. 09 – 15, 2023	Admin Officer IV/ Secretariat	Personnel Section
4. Presentation/ Posting of CAR (shortlist of qualified applicants)	November 16 – 22, 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 <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
			Status of Submission <i>(Check if complied)</i>	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.