



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

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 RECORDS SECTION
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Office of the Schools Division Superintendent

March 28, 2022

DIVISION MEMORANDUM
 No. 419, s.2022

**ACCEPTANCE OF APPLICATION FOR
 ATTORNEY III VACANT POSITION**

To: Office of the Assistant Schools Division Superintendent
 Division Human Resource Merit Promotion and Selection Board
 All Others Concerned

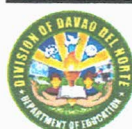
- For information and guidance, the Office hereby announces the acceptance of application documents for Attorney III vacant position.

Number of Items	Position	SG	Assignment
One (1)	Attorney III	21	Office of the Schools Division Superintendent, Division of Davao del Norte

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

Position Title	Education	Training	Experience	Eligibility
Attorney III	Bachelor of Laws	4 hours relevant training	1 year of relevant experience	RA 1080 (Bar)

- DepEd Order No. 66, s. 2007 entitled, "Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching 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.
- 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);
 - Fully 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;



3. Performance Evaluation Ratings (last 3 rating period) (if applicable);
 4. Authenticated BAR Rating, and Certification of membership in Supreme Court
 5. Authenticated copy of Official Transcript of Records
 6. Updated Service Records/Certificate of Employment;
 7. Certificate of training/ seminar/ workshops attended relevant to vacant position, recognition/appreciation within 5 years and not used in the latest promotion;
 8. Certificate of Outstanding Accomplishments
 - Outstanding employee award
 - Innovations, Research and Development Projects
 - Publication/Authorship
 - Consultant/Resource Speaker in Trainings/Seminars
 9. Latest Appointment (validated by CSC) (for Government Employees);
 10. Current Position Description Form (PDF) (for Government Employees) or Certified Current Job Description (for applicants from Private Company);
 11. NBI Clearance;
 12. Current Drug Test Result; and
 13. Omnibus Sworn Statement.
6. For immediate and wide dissemination.



DEE D. SILVA, DPA, CESO V
Schools Division Superintendent



Enclosure No. 1

Schedule of Recruitment and Selection Process

(Attorney III Vacant Position)

Activities	Schedule	In-charge	Venue
1. Publication of vacant positions	January 12-January 27, 2022	Admin Officer IV-HRMO	Division Office Bulletin and website
2. Submission of application documents	March 28 – April 15 , 2022	Records Section/ Personnel Section	Records Section or depeddavnor.rsp@deped.gov.ph
3. Preliminary Screening and preparation of short list of qualified applicants	April 22-29, 2022	Admin Officer IV/Secretariat	Personnel Section
4. HRMPSB Deliberation/Online Interview and Examination	May 19, 2022	HRMPSB	Online Modality
5. Conduct Background Investigation	May 20, 2022	HRMPSB/ Secretariat	
6. HRMPSB final deliberation and preparation of Ranking of Qualified Applicants	May 26, 2022	HRMPSB	
7. Submission of Ranking of Qualified Applicants to the Appointing Authority (Schools Division Superintendent)	May 31, 2022	HRMPSB	Office of the Schools Division Superintendent
8. Issuance of Appointments	June 16, 2022 and onwards	Admin Officer IV-HRMO	Personnel Section
9. Posting of Issued Appointments	July 01, 2022 and onwards	Admin Officer IV-HRMO	Division Office Bulletin and website

