



Republic of the Philippines
Department of Education
 REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

DEPED DIVISION OF DAVAO DEL NORTE
 RECORDS SECTION
RECEIVED
 Date: 29 JUN 2022 9:11 AM
 By: _____

Office of the Schools Division Superintendent

27 Jun 2022

DIVISION MEMORANDUM

No. 834, s. 2022

**ACCEPTANCE OF APPLICATION FOR
 ONE (1) SENIOR EDUCATION PROGRAM SPECIALIST
 (SCHOOL MOBILIZATION AND NETWORKING)**

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 one (1) Senior Education Program Specialist vacant position.

Number of Items	Position	SG	Unit/Division
One (1)	Senior Education Program Specialist	19	School Governance and Operations Division-School Mobilization and Networking (SGOD-SOCMOB)

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

Position Title	Education	Training	Experience	Eligibility
Senior Education Program Specialist	Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job	8 hours of relevant training	2 years experience in education research, development, implementation or other relevant experience	RA 1080 (Teacher) or Career Service (Professional) Appropriate Eligibility for Second Level Position

- DepEd 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.





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

Office of the Schools Division Superintendent

5. Application documents must be placed in **WHITE** folder. Interested qualified applicants should signify their intent attached with the following documents:
1. Letter of Intent/Application Letter (addressed to the Schools Division Superintendent);
 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;
 3. Photocopy of Certificate of Eligibility /Rating/ License/ID;
 4. Photocopy of **CAV** issued by CHED;
 5. Photocopy scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
 6. Photocopy of Updated Service Record or Certificate of Employment, if applicable;
 7. Photocopy of the latest Performance Rating covering one (1) year performance, if applicable;
 8. 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;
 9. Photocopy of Certificate of Outstanding Accomplishments, if applicable;
 - Outstanding employee award
 - Innovations, Research and Development Projects
 - Publication/Authorship
 - Consultant/Resource Speaker in Trainings/Seminars
 10. Photocopy of Latest Appointment (validated by CSC) (for Government Employees only);
 11. Photocopy of Current Position Description Form (PDF) (for Government Employees) or Certified Current Job Description (for applicants from Private Company);
 12. Filled-up data privacy consent/agreement.
(<https://www.depeddavnor.ph/personnel/form/Data%20Privacy%20Form.pdf>)
 13. Omnibus Sworn Statement.
6. For immediate and wide dissemination.


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





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

Office of the Schools Division Superintendent

Schedule of Recruitment and Selection Process
(Senior Education Program Specialist Vacant Position)

Activities	Schedule	In-charge	Venue
1. Publication of vacant positions	March 21, 2022 to April 05, 2022	Admin Officer IV-HRMO	Division Office Bulletin and website
2. Submission of application documents	June 27, 2022 – July 15, 2022	Records Section/ Personnel Section	Records Section and depeddavnor.rsp@deped.gov.ph
3. Preliminary Screening and preparation of short list of qualified applicants	July 15-21, 2022	Admin Officer IV/Secretariat	Personnel Section
4. HRMPSB Deliberation/Online Interview and Examination	July 26, 2022	HRMPSB	Online Modality
5. Conduct Background Investigation	July 27, 2022	HRMPSB/ Secretariat	
6. HRMPSB final deliberation and preparation of Ranking of Qualified Applicants	August 01, 2022	HRMPSB	
7. Submission of Ranking of Qualified Applicants to the Appointing Authority (Schools Division Superintendent)	August 02, 2022	HRMPSB	Office of the Schools Division Superintendent
8. Issuance of Appointments	August 15, 2022 and onwards	Admin Officer IV-HRMO	Personnel Section
9. Posting of Issued Appointments	August 15, 2022 and onwards	Admin Officer IV-HRMO	Division Office Bulletin and website

