



Republic of the Philippines
Department of Education
 REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

SCHOOLS DIVISION OF DAVAO DEL NORTE
 RECORDS SECTION
RECEIVED
 Date: 17 AUG 2022 3:39 PM
 by: _____

Office of the Schools Division Superintendent

August 17, 2022

DIVISION MEMORANDUM
 No. 1040 s. 2022

ACCEPTANCE OF APPLICATION FOR ELEMENTARY 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.

Number of Items	Position	Assignment
One (1)	School-in-Charge	Libuton Elementary School
One (1)	School-in-Charge	San Miguel Primary School
One (1)	School-in-Charge	Napisulan Elementary School
One (1)	School-in-Charge	Doña Carmen Elementary School

- Applicants must meet the basic qualification standards prescribed by the Civil Service Commission (CSC), please refer to DepEd Order No. 42, s. 2007 entitled, "Revised Guidelines on Selection, Promotion and Designation of School Heads".

Position Title	Education	Training	Experience	Eligibility
School-in-Charge	Bachelor's degree in Elementary 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. 42, s. 2007 entitled, "Revised Guidelines on Selection, Promotion and Designation of School Heads" 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);



Address: **Mankilam, Tagum City, Davao del Norte**
 Telephone Number: **(084) 216 0188**
 Website: www.depeddavnor.ph | Facebook: **DepEd Davao del Norte**





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

Office of 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 Performance Evaluation Ratings (last 3 rating period) (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

Date: 8-17-22

Per/fah





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

Office of the Schools Division Superintendent

Enclosure No. 1

Schedule of Recruitment and Selection Process
(School-In-Charge Vacancy)

Activities	Schedule	In-charge	Venue
1. Submission of application documents	August 18-26, 2022	Records Section/ Personnel Section	Records Section and depeddavnor.rsp@deped.gov.ph
2. Preliminary Screening and preparation of short list of qualified applicants	August 29, 2022 – September 2, 2022	Admin Officer IV/Secretariat	Personnel Section
3. HRMPSB Deliberation/Online Interview and Examination	September 6, 2022	HRMPSB	Online Modality
4. Conduct Background Investigation	September 7-8, 2022	HRMPSB/ Secretariat	
5. HRMPSB final deliberation and preparation of Ranking of Qualified Applicants	September 21, 2022	HRMPSB	
6. Submission of Ranking of Qualified Applicants to the Appointing Authority (Schools Division Superintendent)	September 16, 2022	HRMPSB	Office of the Schools Division Superintendent
7. Issuance of Appointments	October 01, 2022 and onwards	Admin Officer IV- HRMO	Personnel Section
10. Posting of Issued Appointments	October 15, 2022 and onwards	Admin Officer IV- HRMO	Division Office Bulletin and website

Per/fah



Address: Mankilam, Tagum City, Davao del Norte
Telephone Number: (084) 216 0188
Website: www.depeddavnor.ph | Facebook: DepEd Davao del Norte

Page 3 of 4

