



Republic of the Philippines
Department of Education
 REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

DIVISION OF DAVAO DEL NORTE
 RECORDS SECTION
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Office of the Schools Division Superintendent

August 17, 2022

DIVISION MEMORANDUM

No. 1041, s. 2022

**ACCEPTANCE OF APPLICATION FOR
 PUBLIC SCHOOLS DISTRICT SUPERVISOR VACANT POSITION**

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

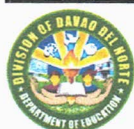
- For information and guidance, the Office hereby announces the acceptance of application documents for the Public Schools District Supervisor vacant position.

Number of Items	Position	SG	Assignment
One (1)	Public Schools District Supervisor	22	Curriculum Implementation Division, Division of Davao del Norte

- Applicants must meet the basic qualification standards prescribed by the Civil Service Commission (CSC), please refer to DepEd Order No. 26, s. 2016 entitled, "Revised Qualification Standards for the Position of Public Schools District Supervisor".

Position Title	Education	Training	Experience	Eligibility
Public Schools District Supervisor	Master's degree in Education or other relevant Master's degree	16 hours of relevant training	5 years cumulative experience in instructional supervision and school management	RA 1080 (Teacher)

- 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);
 - Duly accomplished and notarized Personal Data Sheet (PDS) with recent passport-sized





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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





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Office of the Schools Division Superintendent

Enclosure No. 1

Schedule of Recruitment and Selection Process
(Public Schools District Supervisor Vacant Position)

Activities	Schedule	In-charge	Venue
1. Publication of vacant positions	July 11 – 26, 2022	Admin Officer IV-HRMO	Division Office Bulletin and website
2. Submission of application documents	August 17, 2022 – September 02, 2022	Records Section/ Personnel Section	Records Section and depeddavnor.rsp@deped.gov.ph
3. Preliminary Screening and preparation of short list of qualified applicants	September 05-09, 2022	Admin Officer IV/Secretariat	Personnel Section
4. HRMPSB Deliberation/Online Interview and Examination	September 14, 2022	HRMPSB	Online Modality
5. Conduct Background Investigation	September 15-16, 2022	HRMPSB/ Secretariat	
6. HRMPSB final deliberation and preparation of Ranking of Qualified Applicants	September 21, 2022	HRMPSB	
7. Submission of Ranking of Qualified Applicants to the Appointing Authority (Schools Division Superintendent)	September 26, 2022	HRMPSB	Office of the Schools Division Superintendent
8. Issuance of Appointments	October 01, 2022 and onwards	Admin Officer IV-HRMO	Personnel Section
9. Posting of Issued Appointments	October 15, 2022 and onwards	Admin Officer IV-HRMO	Division Office Bulletin and website

PER/MGB

