



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

SCHOOLS DIVISION OF DAVAO DEL NORTE

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

October 10, 2022

DIVISION MEMORANDUM

No. 1094 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	Doña Carmen Soriano Elementary School
One (1)	School In-Charge	Napunong Elementary School
One (1)	School In-Charge	Dagohoy National High 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/Secondary 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.



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





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5. Schedule of Recruitment and Selection Process:

Date	Particulars
October 11-19, 2022	Receiving of Application Documents
October 20-24, 2022	Preliminary Screening and candidate shortlisting
October 25, 2022	HRMPSB Deliberation/Online Interview and Examination

6. 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](http://www.csc.gov.ph);
3. Photocopy of Certificate of Eligibility/Rating/License/ID;
4. Photocopy of **CAV** issued by CHED; Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
5. Photocopy of Updated Service Record or Certificate of Employment, if applicable;
6. Photocopy of Performance Evaluation Ratings (last 3 rating period) (if applicable);
7. 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;
8. Photocopy of Certificate of Outstanding Accomplishments, if applicable;
  - Outstanding employee award
  - Innovations, Research and Development Projects
  - Publication/ Authorship
  - Consultant/Resource Speaker in Trainings/Seminars
9. Photocopy of Latest Appointment (validated by CSC) (for Government Employees only);
10. Photocopy of Current Position Description Form (PDF) (for Government Employees) or Certified Current Job Description (for applicants from Private Company);
11. Filled-up data privacy consent/ agreement.  
<https://www.depeddavnor.ph/personnel/form/Data%20Privacy%20Form.pdf>
12. Omnibus Sworn Statement.

7. For immediate and wide dissemination.

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

Date: \_\_\_\_\_

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