



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

November 04, 2022

DIVISION MEMORANDUM

No. 1123, s. 2022

ACCEPTANCE OF APPLICATION FOR VACANT POSITIONS

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 following vacant positions.

Number of Items	Position	SG	Assignment
One (1)	Guidance Counselor III	13	Kapalong National High School
One (1)	Guidance Counselor III	13	Asuncion National High School
One (1)	Guidance Counselor I	11	Dujali National High School
One (1)	Guidance Counselor I	11	Carmen National High School

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

Position Title	Education	Training	Experience	Eligibility
Guidance Counselor III	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)
Guidance Counselor I	Master's degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)

- 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





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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. Performance Evaluation Ratings (last 3 rating period) (if applicable);
4. Authenticated certificate of eligibility/rating/license;
5. Authenticated copy of Official Transcript of Records (with **CAV** issued by CHED);
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.

5. For immediate and wide dissemination.

For the Schools Division Superintendent

REBECCA C. SAGOT, CESO VI

Assistant Schools Division Superintendent

Date: 11/04/2022





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SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

Enclosure No. 1

Schedule of Recruitment and Selection Process
(Non-Teaching Vacant Positions)

Activities	Schedule	In-charge	Venue
1. Publication of vacant positions	Guidance Counselor III - June 14-29, 2022 Guidance Counselor I - June 14-29, 2022	Admin Officer IV-HRMO	Division Office Bulletin and website
2. Acceptance of application documents	November 04-23, 2022	Records Section/ Personnel Section	Records Section or through depeddavnor.rsp@deped.gov.ph
3. Preliminary Screening and preparation of short list of qualified applicants	November 24- December 02, 2022	Admin Officer IV/Secretariat	Personnel Section
4. Division HRMPSB Deliberation/Online Interview and Examination	December 19-20, 2022	HRMPSB	Online Modality
5. Conduct Division Background Investigation	December 21-23, 2022	HRMPSB/ Secretariat	
6. HRMPSB final deliberation and preparation of Ranking of Qualified Applicants	December 30, 2022	HRMPSB	
7. Submission of Ranked Qualified Applicants to the Appointing Authority (Schools Division Superintendent)	January 05, 2023	HRMPSB	Office of the Schools Division Superintendent
8. Issuance of Appointments	January 25, 2023 and onwards	Admin Officer IV-HRMO	Personnel Section
9. Posting of Issued Appointments	February 09, 2023 and onwards	Admin Officer IV-HRMO	Division Office Bulletin and website

