



22-80540

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

RECEIVED
 DIVISION OF DAVAO DEL NORTE
 RECORDS SECTION
 Date: 12 JUL 2022 4:19 PM
 By: _____

Office of the Schools Division Superintendent

July 12, 2022

DIVISION MEMORANDUM

No. 904, s. 2022

ACCEPTANCE OF APPLICATION FOR VACANT POSITIONS

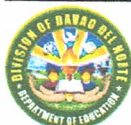
To: Office of the Assistant Schools Division Superintendent
 Division Human Resource Merit Promotion and Selection Board
 All Others Concerned

- 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)	Education Program Supervisor	22	Curriculum Implementation Division, Division of Davao del Norte
One (1)	Dentist II	17	School Governance and Operations Division, Division of Davao del Norte
One (1)	Administrative Officer IV (Human Resource Officer II)	15	Office of the Schools Division Superintendent, Division of Davao del Norte

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

Position Title	Education	Training	Experience	Eligibility
Education Program Supervisor	Master's degree in Education or other relevant Master's degree with specific area of specialization	8 hours of relevant training	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	RA 1080 (Teacher)
Dentist II	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080 (Dentist)
Administrative Officer IV (Human Resource Officer II)	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility





Republic of the Philippines
Department of Education
REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

3. 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.
4. 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.
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

Date: JUL 12 2022





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

(Education Program Supervisor, Dentist II and Administrative Officer IV (Human Resource Officer II)
Vacant Positions)

Activities	Schedule	In-charge	Venue
1. Publication of vacant positions	*EPS - April 21, 2022 to May 06, 2022 *Dentist II - June 09-24, 2022 *AO IV - June 24, 2022 to July 09, 2022	Admin Officer IV-HRMO	Division Office Bulletin and website
2. Submission of application documents	July 13, 2022 – August 05, 2022	Records Section/ Personnel Section	Records Section and depeddavnor.rsp@deped.gov.ph
3. Preliminary Screening and preparation of short list of qualified applicants	August 08-12, 2022	Admin Officer IV/Secretariat	Personnel Section
4. HRMPSB Deliberation/Online Interview and Examination	August 18, 2022	HRMPSB	Online Modality
5. Conduct Background Investigation	August 19-23, 2022	HRMPSB/ Secretariat	
6. HRMPSB final deliberation and preparation of Ranking of Qualified Applicants	August 30, 2022	HRMPSB	
7. Submission of Ranking of Qualified Applicants to the Appointing Authority (Schools Division Superintendent)	September 05, 2022	HRMPSB	Office of the Schools Division Superintendent
8. Issuance of Appointments	September 15, 2022 and onwards	Admin Officer IV-HRMO	Personnel Section
9. Posting of Issued Appointments	October 01, 2022 and onwards	Admin Officer IV-HRMO	Division Office Bulletin and website

