



Republic of the Philippines
Department of Education

REGION XI
 SCHOOLS DIVISION OF DAVAO ORIENTAL

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
 No. 014 , s. 2024

**ACCEPTANCE OF APPLICATION FOR NON-TEACHING AND SCHOOL
 ADMINISTRATION POSITIONS**

To : All Qualified Applicants

1. This Office announces the acceptance of application for the following non-teaching and school administration positions of this Division:

POSITION TITLE	SALARY GRADE	ITEM NUMBER	STATION
School Principal IV	22	OSEC-DECSB-SP4-750024-2020	DepEd, Division of Davao Oriental
Medical Officer III	21	OSEC-DECSB-MDOF3-750008-2017	DepEd, Division of Davao Oriental
School Principal II	20	OSEC-DECSB-SP2-750229-2010	DepEd, Division of Davao Oriental
School Principal II	20	OSEC-DECSB-SP2-750039-2011	DepEd, Division of Davao Oriental
School Principal II	20	OSEC-DECSB-SP2-750001-2015	Pantuyan National High School
School Principal II	20	OSEC-DECSB-SP2-750218-2010	Sigaboy Agricultural Vocational High School
Head Teacher III	16	OSEC-DECSB-HTEACH3-750017-2021	Baganga National High School
Nurse II	16	OSEC-DECSB-NURS2-750019-2021	DepEd, Division of Davao Oriental
Head Teacher I	14	OSEC-DECSB-HTEACH1-750107-1998	San Isidro National High School
School Librarian I	11	OSEC-DECSB-SL1-750027-1998	Cateel Vocational High School
Administrative Assistant III (Senior Bookkeeper)	9	OSEC-DECSB-ADAS3-750877-2010	Caraga National High School
Administrative Assistant III (Senior Bookkeeper)	9	OSEC-DECSB-ADAS3-750015-2009	Manay National High School
Administrative Assistant III (Senior Bookkeeper)	9	OSEC-DECSB-ADAS3-750067-2014	Tarragona National High School
Administrative Assistant II (Disbursing Officer II)	8	OSEC-DECSB-ADAS2-750046-2017	DepEd, Division of Davao Oriental
Administrative Assistant II (Disbursing Officer II)	8	OSEC-DECSB-ADAS2-750223-2016	DepEd, Division of Davao Oriental
Administrative Assistant II (Disbursing Officer II)	8	OSEC-DECSB-ADAS2-750230-2016	DepEd, Division of Davao Oriental
Administrative Assistant II (Disbursing Officer II)	8	OSEC-DECSB-ADAS2-750306-2016	DepEd, Division of Davao Oriental



Address: Government Center, Dahican, Mati City, Davao Oriental
 Telephone Number: (087) 388-3372
 Email Address: davao.oriental@deped.gov.ph

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Administrative Assistant II (Disbursing Officer II)	8	OSEC-DECSB-ADAS2-750301-2016	DepEd, Division of Davao Oriental
Administrative Assistant II (Disbursing Officer II)	8	OSEC-DECSB-ADAS2-750225-2016	DepEd, Division of Davao Oriental
Administrative Assistant II (Disbursing Officer II)	8	OSEC-DECSB-ADAS2-750157-2017	DepEd, Division of Davao Oriental
Administrative Assistant II (Disbursing Officer II)	8	OSEC-DECSB-ADAS2-750021-2011	Manay National High School
Administrative Aide VI	6	OSEC-DECSB-ADA6-750035-2004	DepEd, Division of Davao Oriental
Administrative Aide IV	4	OSEC-DECSB-ADA4-750057-2004	Lupon Vocational High School
Administrative Aide III	3	OSEC-DECSB-ADA3-750041-2004	Baganga National High School
Administrative Aide III	3	OSEC-DECSB-ADA3-750042-2004	Caraga National High School
Administrative Aide III	3	OSEC-DECSB-ADA3-750043-2004	Cateel National Agricultural High School

2. To qualify for these positions, the Qualification Standards (QS) below must be met.

POSITION	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
School Principal IV (Elementary)	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	3 years as Principal	40 hours of relevant training	PBET/RA 1080 (Teacher)
Medical Officer III	Doctor of Medicine	None Required	None Required	RA 1080
School Principal II (Elementary)	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management	1 year as Principal	40 hours of relevant training	PBET/RA 1080 (Teacher)
School Principal II (Secondary)	Bachelor's degree in Secondary Education; or Bachelor's degree w/ 18 professional education units plus 6 units of Management	1 year as Principal	40 hours of relevant training	PBET/RA 1080 (Teacher)
Head Teacher III (Secondary)	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization	HT for 2 years; or TIC for 2 years; or Teacher for 5 years	24 hours of relevant training	PBET/RA 1080 (Teacher)
Nurse II	Bachelor of Science in Nursing	At least 2 years of relevant experience	4 hours of relevant training	RA 1080 (Nursing Licensure Exam)
Head Teacher I (Secondary)	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional	TIC for 1 year; or Teacher for 3 years	24 hours of relevant training	PBET/RA 1080 (Teacher)



	education units with appropriate field of specialization			
School Librarian I	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science	None Required	None Required	RA 1080
Administrative Assistant III (Senior Bookkeeper)	Completion of two year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Sub-Professional/First Level Eligibility)
Administrative Assistant II (Disbursing Officer II)	Completion of two year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Sub-Professional/First Level Eligibility)
Administrative Aide VI (Clerk III)	Completion of two year studies in college	None Required	None Required	Career Service Sub-Professional/First Level Eligibility)
Administrative Aide IV (Clerk II)	Completion of two year studies in college	None Required	None Required	Career Service Sub-Professional/First Level Eligibility)
Administrative Aide III (Clerk I)	Completion of two year studies in college	None Required	None Required	Career Service Sub-Professional/First Level Eligibility)

3. All interested qualified applicants, regardless of gender, civil status, disability, religion, ethnicity or political affiliation, may signify their intent and submit all documentary requirements **on or before February 5, 2024**.

4. Qualified applicants shall submit the following documents with ear tabs and must be placed in a LONG WHITE FOLDER. These (a) to (k) must be the reference in making ear tabs.

- a. Letter of Intent addressed to the Head of Office and the preferred station:
Dr. Josephine L. Fadul
Schools Division Superintendent
- b. Duly accomplished Personal Data Sheet (PDS) (CS Form 212, Revised 2017), notarized and Work Experience Sheet, if applicable
- c. Photocopy of valid and updated PRC License/ID, if applicable
- d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable
- f. Photocopy of Certificate/s of Training, if applicable
- g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
- h. Photocopy of latest appointment, if applicable
- i. Photocopy of the Performance Ratings in the last rating period/s covering one (1) year performance prior to the deadline of submission, if applicable
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C)
- k. Other documents as may be required for comparative assessment, such as but not limited to:



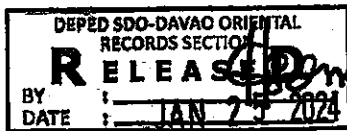
- Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment
- Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled

5. The evaluation and assignment of points will be guided by **DepEd Order No. 007 s. 2023**.

6. Only applicants who have submitted their pertinent documents within the set deadline will be entertained and pre-evaluated.

7. Immediate and wide dissemination of this Memorandum is earnestly desired.

**Promotion -refers to advancement of a career employee from one position to another with an increase in duties and responsibilities as authorized by law, and usually accompanied by an increase in salary. (2017 ORAOHRA, Revised July 2018)*



1:04 P.m

DR. JOSEPHINE L. FADUL
Schools Division Superintendent

OSDS/dr



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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.