



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
 No. 036 , s. 2024

MAR 25 2024

ACCEPTANCE OF APPLICATION FOR RELATED TEACHING AND NON-TEACHING POSITIONS

To : All Qualified Applicants

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

POSITION TITLE	SALARY GRADE	ITEM NUMBER	STATION
Public Schools District Supervisor	22	OSEC-DECSB-PSDS-750144-1998	DepEd, Division of Davao Oriental
Medical Officer III	21	OSEC-DECSB-MDOF3-750008-2017	DepEd, Division of Davao Oriental

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

POSITION	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Public Schools District Supervisor	Master's degree in Education or other relevant Master's degree	5 years cumulative experience in instructional supervision and school management	16 hours of relevant training	PBET/RA 1080 (Teacher)
Medical Officer III	Doctor of Medicine	None Required	None Required	RA 1080

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 April 4, 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



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

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- 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. Application documents (hard copy) shall be submitted through the Records Section and the electronic scanned copy (combined PDF file) to the email address **depeddavor.personnel@deped.gov.ph**.

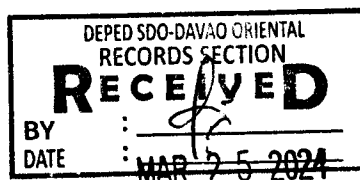
6. The evaluation and assignment of points will be guided by **DepEd Order No. 007 s. 2023**.

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

8. 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)*


DR. JOSEPHINE L. FADUL
Schools Division Superintendent



OSDS/cr



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