



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**

DEPARTMENT OF EDUCATION  
DIVISION OF DAVAO DE ORO  
RECORDS SECTION

**RELEASED**

By: [Signature]  
Date: 02-06-26 Time: 2:31PM

Office of the Schools Division  
Superintendent

February 04, 2026

DIVISION MEMORANDUM

No. **155**, s. 2026

**ACCEPTANCE OF APPLICATION FOR VARIOUS NON-TEACHING POSITIONS**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
District Coordinating Principals  
Elementary and Secondary School Administrators  
HRMPSB Members  
All Interested Qualified Applicants

1. This Office announces the acceptance of application for the vacancies for  
**VARIOUS NON-TEACHING POSITIONS**, to wit:

POSITION PROFILE	
Position: <b>NURSE II</b> OSEC-DECSB-NURS2-750055-2021- Maragusan NHS	No. of Vacancy: <b>One (1)</b>
Monthly Salary: Php 45,694.00	Salary Grade: 16

QUALIFICATION STANDARDS	
EDUCATION:	Bachelor of Science in Nursing
TRAINING:	4 hours of relevant training
EXPERIENCE:	1 year of relevant experience
ELIGIBILITY:	RA 1080 (Nurse)



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro  
Contact No.: 0951-387-1728 (TNT); 0999-935-5399 (Smart)  
Email Address: [davaodeoro@deped.gov.ph](mailto:davaodeoro@deped.gov.ph)  
Website: [www.deped-ddo.com](http://www.deped-ddo.com)

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Office of the Schools Division  
Superintendent

POSITION PROFILE	
Position: <b>REGISTRAR I (SHS)</b> OSEC-DECSB-R1-750028-2016	No. of Vacancy: <b>One (1)</b>
Monthly Salary: Php 31,705.00	Salary Grade: 11
QUALIFICATION STANDARDS	
EDUCATION:	Bachelor's Degree
TRAINING:	None required
EXPERIENCE:	None required
ELIGIBILITY:	Career Service (Professional) Second Level Eligibility

POSITION PROFILE	
Position: <b>ADMINISTRATIVE OFFICER II</b> OSEC-DECSB-ADOF2-750196-2020 OSEC-DECSB-ADOF2-750364-2025	No. of Vacancy: <b>Two (2)</b>
Monthly Salary: Php 31,705.00	Salary Grade: 11
QUALIFICATION STANDARDS	
EDUCATION:	Bachelor's Degree relevant to the job
TRAINING:	None required
EXPERIENCE:	None required
ELIGIBILITY:	Career Service (Professional) Second Level Eligibility



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Office of the Schools Division  
 Superintendent

POSITION PROFILE	
Position: <b>LEGAL ASSISTANT I</b>  OSEC-DECSB-LEA1-750009-2025	No. of Vacancy: <b>One (1)</b>
Monthly Salary: Php 26,917.00	Salary Grade: 10
QUALIFICATION STANDARDS	
EDUCATION:	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses
TRAINING:	None required
EXPERIENCE:	None required
ELIGIBILITY:	Career Service Professional (Second Level) Eligibility

POSITION PROFILE	
Position: <b>ADMINISTRATIVE ASSISTANT III</b>  OSEC-DECSB-ADAS3-750106-2014 OSEC-DECSB-ADAS3-750119-2017 OSEC-DECSB-ADAS3-750100-2014 OSEC-DECSB-ADAS3-750111-2014 OSEC-DECSB-ADAS3-750113-2017 OSEC-DECSB-ADAS3-750097-2017 OSEC-DECSB-ADAS3-750095-2017 OSEC-DECSB-ADAS3-750102-2017 OSEC-DECSB-ADAS3-750107-2014 OSEC-DECSB-ADAS3-750117-2014- Elizalde NHS OSEC-DECSB-ADAS3-750030-2007- Monkayo NHS	No. of Vacancy: <b>Eleven (11)</b>
Monthly Salary: Php 24,329.00	Salary Grade: 9
QUALIFICATION STANDARDS	
EDUCATION:	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)
TRAINING:	4 hours of relevant training
EXPERIENCE:	One (1) year of relevant experience
ELIGIBILITY:	Career Service (Sub-Professional) First Level Eligibility



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Office of the Schools Division  
 Superintendent

POSITION PROFILE	
Position: <b>ADMINISTRATIVE ASSISTANT II</b>  OSEC-DECSB-ADAS2-750209-2016 OSEC-DECSB-ADAS2-750214-2016 OSEC-DECSB-ADAS2-750161-2016 OSEC-DECSB-ADAS2-750195-2016 OSEC-DECSB-ADAS2-750180-2016 OSEC-DECSB-ADAS2-750172-2016 OSEC-DECSB-ADAS2-750218-2016 OSEC-DECSB-ADAS2-750127-2017 OSEC-DECSB-ADAS2-750059-2014 OSEC-DECSB-ADAS2-750112-2017 OSEC-DECSB-ADAS2-750118-2017 OSEC-DECSB-ADAS2-750167-2016 OSEC-DECSB-ADAS2-750047-2014- Camanlangan NHS OSEC-DECSB-ADAS2-750041-2014- Pindasan NHS OSEC-DECSB-ADAS2-750131-2018- Compostela NHS OSEC-DECSB-ADAS2-750139-2018- Maragusan NHS OSEC-DECSB-ADAS2-750047-2004- AOSR NHS OSEC-DECSB-ADAS2-750134-2018- Laak NHS	No. of Vacancy: <b>Eighteen (18)</b>
Monthly Salary: Php 22,423.00	Salary Grade: 8

QUALIFICATION STANDARDS	
EDUCATION:	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)
TRAINING:	4 hours of relevant training
EXPERIENCE	One (1) year of relevant experience
ELIGIBILITY:	Career Service (Sub-Professional) First Level Eligibility



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Office of the Schools Division  
 Superintendent

POSITION PROFILE	
Position: <b>ADMINISTRATIVE AIDE III</b>  OSEC-DECSB-ADA3-750083-2004- NNCHS OSEC-DECSB-ADA3-750079-2004- NNCHS OSEC-DECSB-ADA3-750082-2004- NNCHS	No. of Vacancy: <b>Three (3)</b>
Monthly Salary: Php 16,486.00	Salary Grade: 3
QUALIFICATION STANDARDS	
EDUCATION:	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)
TRAINING:	None required
EXPERIENCE	None required
ELIGIBILITY:	Career Service (Sub-Professional) First Level Eligibility

POSITION PROFILE	
Position: <b>ADMINISTRATIVE AIDE I</b>  OSEC-DECSB-ADA1-750191-2004- NNCHS	No. of Vacancy: <b>One (1)</b>
Monthly Salary: Php 14,634.00	Salary Grade: 1
QUALIFICATION STANDARDS	
EDUCATION:	Must be able to read & write/ Elementary School Graduate
TRAINING:	None required
EXPERIENCE	None required
ELIGIBILITY:	None required



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2. All interested applicants to the position must be able to meet the Qualification Standard (QS) to be included in the shortlist of qualified applicants and proceed with the application process. Applicants to the position who failed to upload documentary requirements (Annex B) in the Davao De Oro Online Recruitment System (DOORS) on the set deadline shall not be included in the shortlist of qualified applicants.
3. The Schools Division of Davao de Oro highly encourages all interested and qualified applicants regardless of age, gender, civil status, religion, ethnicity, political affiliation to include members of indigenous communities and those with diverse Sexual Orientation, Gender Identity and Expression (SOGIE) and Persons with Disability (PWD) to apply the vacant positions.
4. For guidance to all interested qualified applicants, Enclosure No. 5 to DepEd Order No. 007, s. 2023 "Guidelines on Recruitment, Selection and Appointment in the Department of Education" will be the basis for the criteria and point system for hiring and promotion to Non-Teaching Positions.
5. Interested qualified applicants are required to scan their documentary requirements in PDF File and must be properly uploaded in the DOORS. Applicants are advised to refer to the manual provided in the enclosures for guidance.
6. It is reminded that no additional documentary requirements will be accepted once uploaded in the DOORS after the set deadline for submission. The available documents uploaded by the applicants shall be the basis for the assessment and evaluation of the Division Human Resource Merit Promotion and Selection Board (HRMPSB), unless therefore the HRMPSB will request the applicant submit additional documents for verification purposes.
7. Applicants must ensure to attach notarized Annex C of this memorandum and tick the status of submission of every basic documentary requirement complied. The applicants assume full responsibility and accountability on the veracity and authenticity of the documents submitted, as evidenced by the Omnibus Sworn Statement duly signed by the applicant. Any false document submitted will automatically disqualify the applicant from the selection process.
8. For those qualified applicants for Administrative Officer II, Administrative Assistant III and Administrative Assistant II positions who previously applied for the same position from the previous call up last June 18 and 20, 2025 may opt to retain their scores and shall submit a Letter of Intent specifying the criteria they opt to retain. However, applicants who do not want to retain their scores



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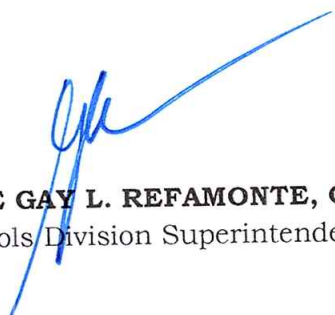
from the specific criteria shall continue to upload the required documentary requirements.

9. Applicants will be notified of the conduct of the activities of any changes in the recruitment and selection activities through Division Memorandum.

10. Below is the matrix of activities for the recruitment and selection process:

ACTIVITY	SCHEDULE
Deadline on the Acceptance/Uploading of documents to the Davao de Oro Online Recruitment System (DOORS)	<b>February 16, 2026</b>
Posting of Initial Evaluation Result (IER)	<b>March 20, 2026</b>
Conduct of Behavioral Event Interview, Written Test, Work Sample Test and Open Ranking	<b>March 25, 2026</b>
Finalization of Comparative Assessment Result-Ranking of Qualified Applicants (CAR-RQA)	<b>March 30, 2026</b>
Submission of CAR-RQA to the Appointing Authority	<b>April 6, 2026</b>

11. Immediate and wide dissemination of this Memorandum is desired.

  
**PHOEBE GAY L. REFAMONTE, CESO VI**  
Schools Division Superintendent



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**Annex B**

**LIST OF DOCUMENTARY REQUIREMENTS**

The following documentary requirements must be properly uploaded in the Davao de Oro Online Recruitment System (DOORS) in PDF files.

- a. Checklist of requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act 2012) using the attached Form (Annex C), notarized by authorized official;
- b. Letter of intent addressed to the Head of Office;
- c. Duly accomplished Personal Data Sheet (CS Form 212, revised 2025) and Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- d. Scanned copy of valid and updated **PRC License/ID** (not expired/or to expire within 6 months upon submission of application) or Proof of Eligibility;
- e. Scanned copy of Certificate of Eligibility/Report of Rating/LET Rating;
- f. Scanned copy of scholastic/academic record such as but not limited to Transcript of Records (**TOR**) and Diploma, Certification on the Authenticity and Veracity (**CAV**), Certification on **CAR**, including completion of graduate and post-graduate units/degrees, if available;
- g. Scanned copy of Certificate/s of Trainings acquired after the last promotion but within the last five (5) years;
- h. Scanned copy of duly signed updated Service Record or Certificate of Employment;
- i. Scanned copy of latest appointment, if applicable;
- j. Scanned copy of the Performance Ratings in the last rating period covering one (1) year performance prior to the deadline of submission, and
- k. Other documents used as Means of Verification (MOVs):
  - i. Outstanding Accomplishments acquired after the last promotion;
    - o *Awards and Recognition*
    - o *Research and Innovation*
    - o *Subject Matter Expert/Membership in National TWGs or Committees*
    - o *Resource Speakership/Learning Facilitation*
    - o *NEAP Accredited Learning Facilitator*
  - ii. Application of Education acquired after the last promotion;
  - iii. Application of Learning Development acquired after the last promotion;
  - iv. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in item (j) is not relevant to the position to be filled; if applicable.



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## CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Application Code: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_

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-committees)	
			Status of Submission (Check if compiled)	Remarks
a.	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 pursuant to RA No. 10173 (Data Privacy Act of 2012) using the attached form (Annex C), notarized by authorized official;			
b.	Letter of intent addressed to the Head of Office;			
c.	Duly accomplished Personal Data Sheet (CS Form 212, revised 2025) which can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> with Work Experience Sheet and 1 Passport size ID picture;			
d.	Photocopy of valid and updated PRC License/ID (not expired/or to expire within 6 months upon submission of application);			
e.	Photocopy of Certificate of Eligibility (CSC)/Report of Rating/LET Rating;			
f.	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, Certification on the Authenticity and Veracity (CAV), Certification on CAR, including completion of graduate and postgraduate units/degrees, if available;			
g.	Photocopy of Certificate/s of Training acquired in the last five (5) years;			
h.	Photocopy of Certificate of Employment or duly signed Service Record, whichever is/are applicable;			
i.	Photocopy of latest appointment, if applicable;			
j.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission; and			
k.	Other documents as may be required by the HRMPSE for comparative assessment, including but not limited to:			
	i. 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; and			
	ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item (i) is not relevant to the position to be filled; if applicable.			

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", electronic 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.



# **DOORS**

## **Sign up and log in**

**URL: <https://depedddo-mis.com>**





# LOG IN / SIGN UP

If you already have an account, you can log in now. If you don't have one yet, please follow the Instruction below.

For sign up:

*Please click the word "Applicants" indicated by the arrow.*

*After clicking, you will be redirected to the Registration form.*



Username / Email:

ic

Password :

\*\*\*\*\*

Show Password

Sign In

Forgot Password?

Do you already have an account?



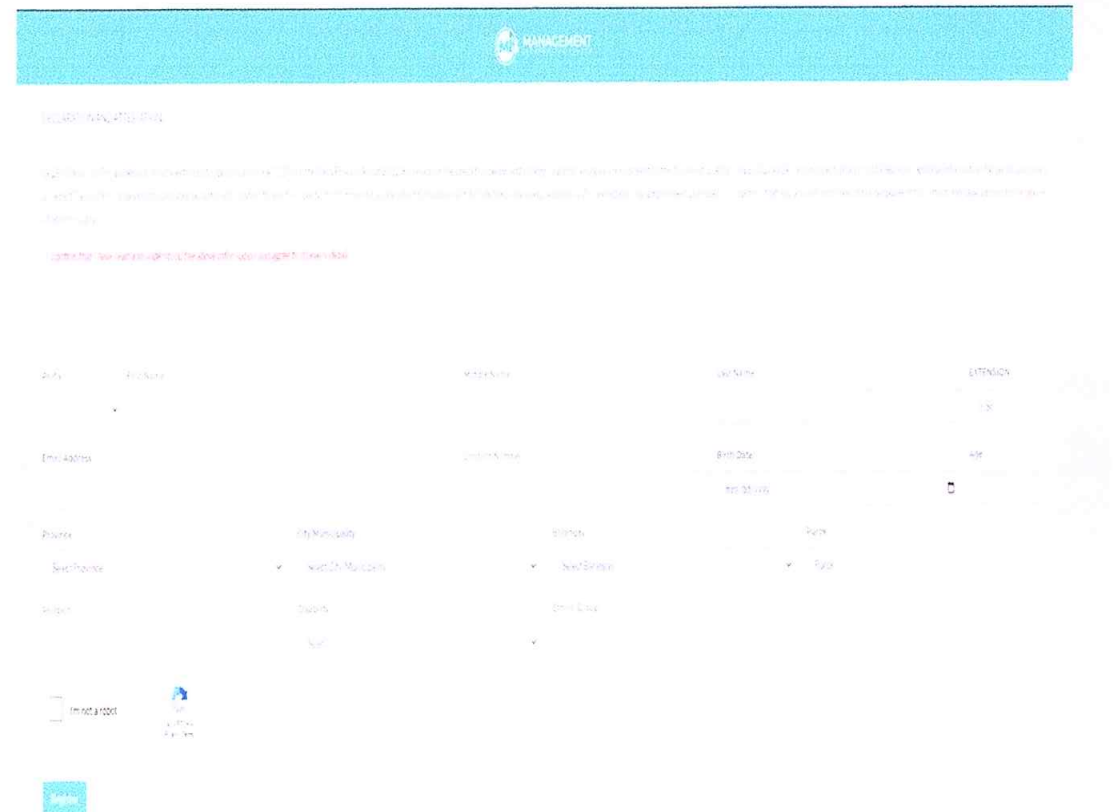
Applicant's

Private School

# REGISTRATION FORM

Please fill in all the required information, including the consent and the captcha. Once you are done, click the **Register** button.

*Note: Please do not use a DepEd email address to avoid errors.*



The screenshot shows the 'REGISTRATION FORM' in the DepEd Management System. The form is titled 'REGISTRATION FORM' and includes a 'DepEd Management System' logo. It contains several sections for user information:

- PERSONAL INFORMATION:** Includes fields for 'First Name', 'Last Name', 'Middle Name', 'Date of Birth', 'Sex', 'Religion', 'Address', 'City/Municipality', 'Province', 'Zip Code', and 'Contact Number'.
- ACCOUNT INFORMATION:** Includes fields for 'Email Address', 'Username', and 'Password'.
- Consent:** A section for 'Consent' with a checkbox and a 'Consent' button.
- Captcha:** A section for 'Captcha' with a 'Captcha' button.

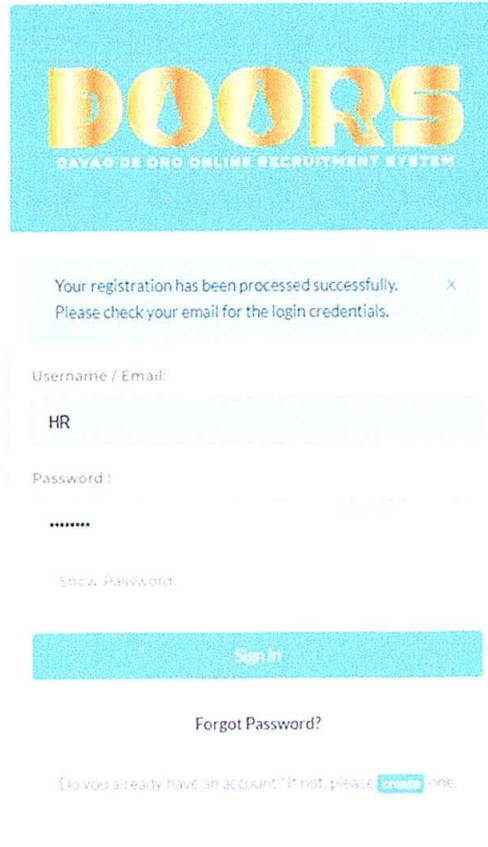
At the bottom of the form, there is a 'Register' button and a 'Forgot Password' link.



# EMAIL NOTIFICATION

After submitting the **registration**, please **check your email** for your username and password.

Your username will be your email address, and your password will be your birth date in the format **YYYY-MM-DD**



**DOORS**  
DAVAO DE ORO ONLINE RECRUITMENT SYSTEM

Your registration has been processed successfully.  
Please check your email for the login credentials.

Username / Email:  
HR

Password:  
\*\*\*\*\*

Show Password

Sign In

Forgot Password?

Do you already have an account? If not, please [create](#) one.



Account Created [\[close x\]](#)

Human Resource Information System [novel@procedas.com](#)

to go:

Dear type

Thank you for signing up!

You may now login to the system using [softtechservices.net@gmail.com](mailto:softtechservices.net@gmail.com) as your username and **2000-06-14** as your password

Thanks & Regards

HRIS - Online

← Sagot

→ Ipasa



# PROFILE

After logging in, you will be redirected to your profile. Please click **Edit Profile** to enter all your necessary information.

The screenshot shows the DOORS user interface. On the left is a dark blue navigation sidebar with the DOORS logo and menu items: Dashboard, Recruitment, Change Password, and System Feedback Form. The main content area has a header with the user's name 'TYRONE EDONG' and a profile picture placeholder. Below this is an 'About' tab and a grid of information sections: OFFICIAL INFORMATION, PERSONAL INFORMATION, Family, Trainings, and Work Experience. Each section contains various input fields for user data.

OFFICIAL INFORMATION		Family	Trainings	Work Experience
Job Title	Department			
Position	Expected Ret. Year			
Emp. Status	TIN			
Eligibility				
PERSONAL INFORMATION				
Gender	M	Blood Type		Dual Citizen?



# JOB VACANCIES

In the **Job Vacancies** section, all available job positions are displayed.  
To apply, click the button in the **Action** column.

**DOORS**  
DAVAO DE ORIENTAL ONLINE RECRUITMENT SYSTEM

NAVIGATION











- Dashboard
- Recruitment
  - Job Vacancies**
  - My Application
  - Application History
- Change Password
- System Feedback Form

SEARCH

TRYE EDONG

JOB VACANCIES

Showing 10 entries

Job Title	Emp. Type	Date Posted	Office/Bureau/Service/ Unit where the vacancy exists	Attachment	Action
Public Schools District Supervisor	Permanent Position	2025-09-02	Schools Division Office of Davao de Oro		
School Principal B - Elementary	Permanent Position	2025-09-03	Schools Division Office of Davao de Oro		
School Principal B - Secondary	Permanent Position	2025-09-03	Schools Division Office of Davao de Oro		
School Principal B - Elementary	Permanent Position	2025-09-03	Schools Division Office of Davao de Oro		
School Principal B - Secondary	Permanent Position	2025-09-03	Schools Division Office of Davao de Oro		

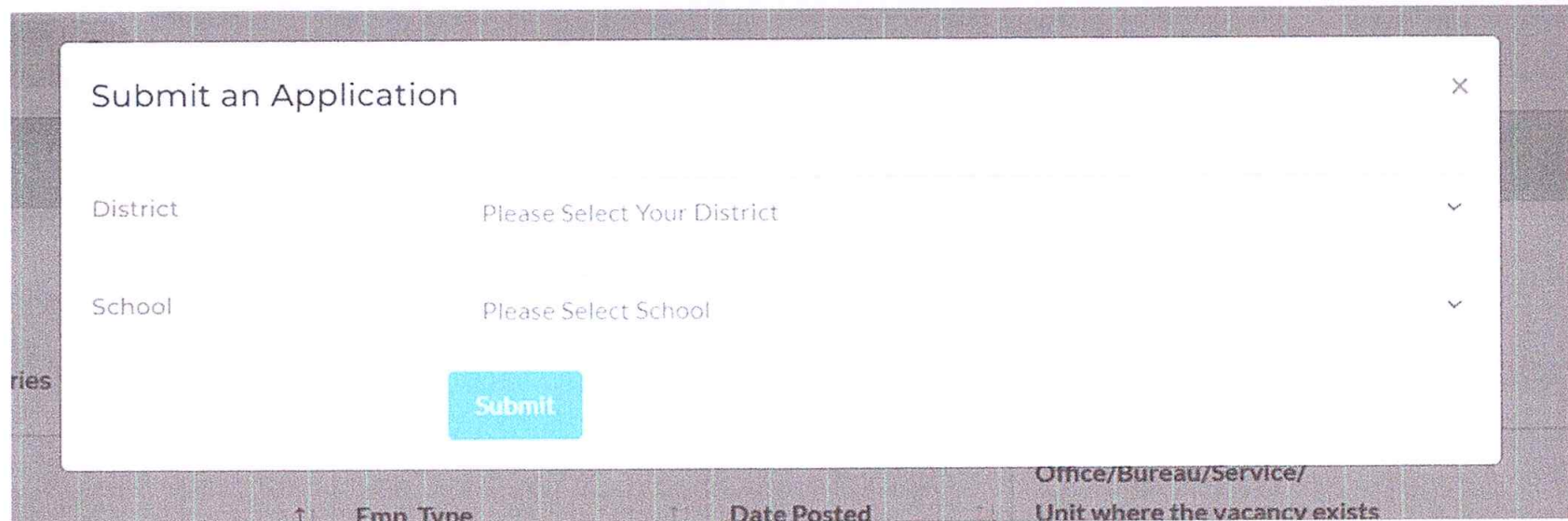
Showing 1 to 5 of 5 entries

MANAGEMENT INFORMATION SYSTEM | DEPED DAVAO ORIENTAL DIVISION

## JOB VACANCIES

*Select your preferred district and school.*

*Note: The school field is required only for teaching positions. For non-teaching positions, there is no need to select a school. However, to avoid system errors, please still make a selection.*



The screenshot shows a web application window titled "Submit an Application" with a close button (X) in the top right corner. Inside the window, there are two dropdown menus. The first is labeled "District" and has the placeholder text "Please Select Your District". The second is labeled "School" and has the placeholder text "Please Select School". Below these fields is a blue "Submit" button. The window is overlaid on a table with the following headers: "↑", "Emp. Type", "Date Posted", "Office/Bureau/Service/", and "Unit where the vacancy exists".

↑	Emp. Type	Date Posted	Office/Bureau/Service/	Unit where the vacancy exists
---	-----------	-------------	------------------------	-------------------------------



# JOB VACANCIES

After selecting your preferred district and school, you will be redirected to this section. Click the blue button indicated by the arrow to submit your documents.

*Note: You can view your application in the sidebar under **Recruitment**, in the **My Application** section.*

DOORS

DAVAO DE ORIENT ONLINE RECRUITMENT SYSTEM

NAVIGATION

- Dashboard
- Recruitment
- Change Password
- System Feedback Form

Successfully Applied














APPLICATION LIST






Position Applied	District	Year	Preferred School	Manage
Philippine National Police Supervisor	COMARPOSD - DAVAO	2024	BRASAC 012	<div><div></div><div></div></div>

# JOB VACANCIES

Just click the white attachment icon to submit the soft copy of your documents.

*Note: Only PDF files under 2 MB will be accepted.*

APPENDICES		
Omnibus Sworn Statement	 	 Remove Attachment
Letter of Intent		
Voter's ID/Barangay Certificate of residency	 	 Remove Attachment
Personal Data Sheet	 	 Remove Attachment
Other Appendices	 	 Remove Attachment






EDUCATION (30)		
Bachelor's Degree Education Files (including transcript of record and etc.)	 	 Remove Attachment
Date Graduated		
Education Units Earned (for Bachelor's degree other than education)		
Degree GWA		
Learning Area Specialization		
Master's Degree		
Doctor's Degree		



## JOB VACANCIES

*In the Training and work experience, just click the profile button and it will redirect in the profile. In the profile, you can now upload your certificates and experiences.*

*Note : please use laptop or desktop for better display since its not mobile friendly*

TRAININGS AND SEMINARS (10) 	
Training/Seminar Certificates	<a href="#">Profile</a> <a href="#">No Action</a>
TESDA National Certificates(NC)	  <a href="#">Remove Attachment</a>
WORK EXPERIENCE (10)	
Work Experiences (Attachments)	<a href="#">Profile</a> <a href="#">0 years and 0 months</a>
LET RATING (10) 	
LET Rating	
LET (Attachment)	  <a href="#">Remove Attachment</a>



# JOB VACANCIES

*This Is the view for the trainings, just click the “add new” button to upload certificates. Just the same with the work experience.*

About

Family

Trainings

Work Experience

## TRAININGS AND SEMINARS ATTENDED

Add New

Training Title	Attachment	No. of Hours	Status	Manage
sample		21	No Action	 Delete
Sample attachment		30	No Action	 Delete
sd		16	No Action	 Delete
saas		21	No Action	 Delete
Total				



# You're Good to Go!

Thank you for completing the process.

You may now proceed and explore the  
system.