



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



Office of the Schools Division  
Superintendent

September 6, 2023

DIVISION MEMORANDUM  
No. **759** s. 2023

**ACCEPTANCE OF APPLICATION FOR THE DESIGNATION OF TEACHER-IN-CHARGE IN THE SCHOOLS DIVISION OF DAVAO DE ORO**

TO : **Public Schools District Supervisors**  
**Secondary School Administrator**  
**All Interested Qualified Applicants**

The Schools Division of Davao de Oro is now accepting applications for the designation of Teacher-In-Charge. Applicants are hereby required to submit the following documents in one folder:

1. Letter of intent addressed to the Head of Office;
2. Duly accomplished Personal Data Sheet (CS Form 212, revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph) with **Work Experience Sheet**;
3. Photocopy of valid and updated **PRC License/ID** (not expired/ or to expire within 6 months upon submission of application);
4. Photocopy of Certificate of Eligibility (**CSC**)/Report of Rating, if applicable;
5. Photocopy of scholastic/academic record such as but not limited to Certification on the Authenticity and Veracity (**CAV**) Transcript of Records (**TOR**) and Diploma/certification on **CAR**, including completion of graduate and postgraduate units/degrees, if available;
6. Photocopy of Certificate/s of Trainings;
7. Duly signed Service Record;
8. Photocopy of the Performance Rating in the **last rating period(s)** covering one (1) year performance in the current/latest position prior to the deadline of submission;
9. Other documents as may be required by the HRMPSB for comparative assessment (please refer to DO#7 series of 2023 on Criteria for School Administrators).

Full-pledged Head Teacher in the Elementary is not included in this call.

Deadline of submission will be on **September 15, 2023, 5:00 P.M.** at the Records Section, DepEd Building, Capitol Complex, Cabidanan, Nabunturan, Davao de Oro. Submission of documents after the deadline shall not be accepted.

Prompt and wide dissemination of this memorandum is desired.

**CRISTY C. EPE**

Schools Division Superintendent

Enclosed: As stated.

HR/lpb

Fn: Acceptance Of Application For The Designation Of Teacher-In-Charge In The SD of Davao De Oro



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro  
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