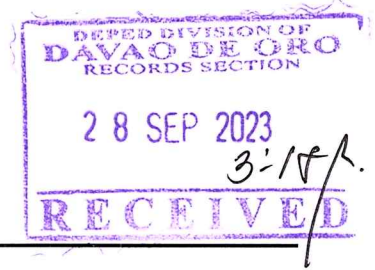




Republic of the Philippines
Department of Education
 REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
 Superintendent

September 27, 2023

DIVISION MEMORANDUM
 No. 815, s. 2023

**ACCEPTANCE OF APPLICATION FOR THE VACANT POSITIONS
 IN THE SCHOOLS DIVISION OF DAVAO DE ORO**

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

1. The Schools Division of Davao de Oro is now accepting applications to the following positions, to wit:
2. The Qualification Standards for the positions are as follows:

Position: : DENTIST II		No. of Vacancy: One (1)
OSEC-DECSB-DENT2-750002-2017		
Monthly Salary: Php43,030.00		Salary Grade: 17
QUALIFICATION STANDARDS		
EDUCATION	Doctor of Dental Medicine or Dental Surgery	
TRAINING	4 hours of relevant training	
EXPERIENCE	1 year of relevant experience	
ELIGIBILITY	RA 1080 (Dentist)	

Position: : NURSE II		No. of Vacancy: One (1)
OSEC-DECSB-NURS2-750054-2021		
Monthly Salary: Php39,672.00		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)	

3. The Schools Division of Davao de Oro highly encourages all interested and qualified applicants including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE) to apply the vacant positions.



Address: Capitol Complex, Brgy. Cabidianan, Nabunturan, Davao de Oro
 Contact No.0951-387-1728 (TNT); 0915-399-7779 (Globe)
 Email Address: davaodeoro@deped.gov.ph
 Website: www.depeddavaodeoro.ph

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**Office of the Schools Division
Superintendent**

4. The evaluation shall be based on Enclosure No. 5 of DepEd Order No. 007, s. 2023 Guidelines on Recruitment, Selection, and Appointment in the Department of Education on the Criteria and Point System for Hiring and Promotion under Non-Teaching Positions.
5. Interested qualified applicants should signify their interest in writing, attached the **complete** pertinent documents and submit to Records Section, DepEd Division Office, DepEd Building, Capitol Complex, Cabidanan, Nabunturan, Davao de Oro. Deadline of submission will be on **October 10, 2023 at 5:00** in the afternoon.
6. 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 validity and authenticity of the documents submitted, as evidenced by the Omnibus Sworn Statement. Any violation will automatically disqualify the applicants from the selection process.
7. Prompt and wide dissemination of this memorandum is desired.

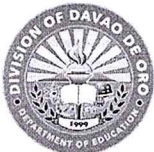
CRISTY C. EPE

Schools Division Superintendent 

Encl.: As stated

Reference:

FN: HRMPSB Vacant Dentist II & Nurse II Items



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Superintendent**

Enclosure No. 1

Schedule of Recruitment, Selection and Appointment Process

Activities	Schedule	In-Charge	Venue
Publication of vacant positions	September 26, 2023	Admin Officer IV	Division Office Bulletin and website
Submission of application documents	September 27 to October 10, 2023	Records Section	Records Unit
Verification of CAV of applicants to CHED Office/SUCs	As soon as application submitted to this Office	HRMPSB Secretariat	Personnel Unit
Preliminary Screening and Initial Evaluation of the Qualification of Applicants	October 11-18, 2023	Admin Officer IV/Secretariat	Personnel Unit
HRMPSB Deliberation/ Comparative Assessment of Applicants	October 19, 2023	HRMPSB	
Written Examination	Separate memorandum will be issued	HRMPSB and HRDS	
Behavioral Events Interview	Separate memorandum will be issued	HRMPSB	
HRMPSB Final Deliberation and preparation of CAR/CAR-RQA	October 25, 2023	HRMPSB/ Secretariat	
Submission of CAR-RQA to the Appointing Authority(SDS)	October 30, 2023	HRMPSB	Office of the Schools Division Superintendent
Issuance of Appointment with complete documentary requirements	November 6, 2023 and onwards	Admin Officer IV	Personnel Section
Posting of Issued Appointments	December 6, 2023 onwards	Admin Officer IV/Secretariat	Division Office Bulletin and website



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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-committees)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office;			
b. Duly accomplished Personal Data Sheet (CS Form 212, revised 2017) which can be downloaded at www.csc.gov.ph with Work Experience Sheet and 1 Passport size ID picture;			
c. Photocopy of valid and updated PRC License/ID (not expired/or to expire within 6 months upon submission of application or Proof of Eligibility ;			
d. Photocopy of Certificate of Eligibility (CSC)/Report of Rating, if applicable;			
e. 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 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 Rating in the last rating period(s) covering one (1) year performance in the current/latest position 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 pursuant to RA No. 10173 (Data Privacy Act of 2012) using the attached form (Annex C), notarized by authorized official; and			
k. Other documents as may be required by the HRMPSB 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.