



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



Office of the Schools Division  
 Superintendent

May 29, 2023

DIVISION MEMORANDUM

No. 461, s. 2023

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

To: Public Schools District Supervisors  
 Secondary School Administrators  
 All Interested Qualified Applicants

The Schools Division of Davao de Oro is now accepting applications to the following positions, to wit:

(Elementary Level) <b>Position: SCHOOL PRINCIPAL III</b> OSEC-DECSB-SP3-750010-2019	<b>No. of Vacancy:</b> One (1)
<b>Monthly Salary:</b> Php63,997.00	<b>Salary Grade:</b> 21
<b>QUALIFICATION STANDARDS</b>	
<b>EDUCATION</b>	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units plus 6 units of Management
<b>TRAINING</b>	Forty (40) hours of relevant training
<b>EXPERIENCE</b>	Two (2) years as Principal
<b>ELIGIBILITY</b>	PBET; LET; Teacher's Exam (RA 1080)

(Elementary Level) <b>Position: SCHOOL PRINCIPAL II</b> OSEC-DECSB-SP2-750012-2011 OSEC-DECSB-SP2-750187-2010 OSEC-DECSB-SP2-750049-2019 OSEC-DECSB-SP2-750011-2022	<b>No. of Vacancy:</b> Four (4)
<b>Monthly Salary:</b> Php57,347.00	<b>Salary Grade:</b> 20
<b>QUALIFICATION STANDARDS</b>	
<b>EDUCATION</b>	Bachelor's degree in Elementary Education; or Bachelor's Degree with 18 professional Education units plus 6 units of Management
<b>TRAINING</b>	Forty (40) hours of relevant training
<b>EXPERIENCE</b>	One (1) year as Principal
<b>ELIGIBILITY</b>	PBET; LET; Teacher's Exam (RA 1080)



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(Secondary Level) <b>Position: SCHOOL PRINCIPAL I</b> OSEC-DECSB-SP1-750557-2010; 750139-2014; OSEC-DECSB-SP1-750555-2010; 750548-2010.		<b>No. of Vacancy: Four (4)</b>
<b>Monthly Salary: Php51,357.00</b>		<b>Salary Grade: 19</b>
<b>QUALIFICATION STANDARDS</b>		
<b>EDUCATION</b>	Bachelor's degree in Secondary Education (BSED); or Bachelor's Degree with 18 professional Education units	
<b>TRAINING</b>	Forty (40) hours of relevant training	
<b>EXPERIENCE</b>	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years	
<b>ELIGIBILITY</b>	PBET; LET; Teacher's Exam (RA 1080)	

(Elementary Level) <b>Position: SCHOOL PRINCIPAL I</b> OSEC-DECSB-SP1-750674-2010; 750567-2010; OSEC-DECSB-SP1-750598-2010; 750631-2010; OSEC-DECSB-SP1-750597-2010; 750617-2010.		<b>No. of Vacancy: Six (6)</b>
<b>Monthly Salary: Php51,357.00</b>		<b>Salary Grade: 19</b>
<b>QUALIFICATION STANDARDS</b>		
<b>EDUCATION</b>	Bachelor's degree in Elementary Education (BEED); or Bachelor's degree with 18 professional Education units	
<b>TRAINING</b>	Forty (40) hours of relevant training	
<b>EXPERIENCE</b>	Head Teacher (HT) for 1 year; or Teacher-In-Charge (TIC) for 2 years; or Master Teacher (MT) for 2 years; or Teacher for 5 years	
<b>ELIGIBILITY</b>	PBET; LET; Teacher's Exam (RA 1080)	

(Senior High School) <b>Position: ASSISTANT SCHOOL PRINCIPAL II</b>  OSEC-DECSB-ASP2-750014-2016; 750015-2016; 750016-2016; OSEC-DECSB-ASP2-750017-2016; 750022-2016; 750023-2016; OSEC-DECSB-ASP2-750024-2016; 750026-2016; 750031-2016.		<b>No. of Vacancy: Nine (9)</b>
<b>Monthly Salary: Php51,357.00</b>		<b>Salary Grade: 19</b>
<b>QUALIFICATION STANDARDS</b>		
<b>EDUCATION</b>	Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 10 units in professional education	
<b>TRAINING</b>	Eight (8) hours of relevant training	
<b>EXPERIENCE</b>	Two (2) year of relevant experience	
<b>ELIGIBILITY</b>	PBET; LET; Teacher's Exam (RA 1080)	



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(Secondary Level)		<b>No. of Vacancy: Two (2)</b>	
<b>Position: HEAD TEACHER III</b>		COMPOSTELA NHS	
OSEC-DECSB-HTEACH3-750011-2020(MAPEH)		SAN ANTONIO NHS	
OSEC-DECSB-HTEACH3-750327-1998			
<b>Monthly Salary: Php39,672.00</b>		<b>Salary Grade: 16</b>	
<b>QUALIFICATION STANDARDS</b>			
<b>EDUCATION</b>	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization		
<b>TRAINING</b>	Twenty-four (24) hours of relevant training		
<b>EXPERIENCE</b>	Head Teacher for 2 years; or Teacher for 5 years		
<b>ELIGIBILITY</b>	PBET; LET; Teacher's Exam (RA 1080)		

(Elementary Level)		<b>No. of Vacancy: One (1)</b>	
<b>Position: HEAD TEACHER III</b>			
OSEC-DECSB-HTEACH3-750306-1998			
<b>Monthly Salary: Php39,672.00</b>		<b>Salary Grade: 16</b>	
<b>QUALIFICATION STANDARDS</b>			
<b>EDUCATION</b>	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units		
<b>TRAINING</b>	Twenty-four (24) hours of relevant training		
<b>EXPERIENCE</b>	Head Teacher for 2 years; or Teacher for 5 years		
<b>ELIGIBILITY</b>	PBET; LET; Teacher's Exam (RA 1080)		

(Secondary Level)		<b>No. of Vacancy: One (1)</b>	
<b>Position: HEAD TEACHER II</b>		PANTUKAN NHS	
OSEC-DECSB-HTEACH2-750021-2021(SCIENCE)			
<b>Monthly Salary: Php36,619.00</b>		<b>Salary Grade: 15</b>	
<b>QUALIFICATION STANDARDS</b>			
<b>EDUCATION</b>	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization		
<b>TRAINING</b>	Twenty-four (24) hours of relevant training		
<b>EXPERIENCE</b>	Head Teacher for 1 year; or Teacher for 4 years		
<b>ELIGIBILITY</b>	PBET; LET; Teacher's Exam (RA 1080)		



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(Elementary Level) <b>Position: HEAD TEACHER II</b> OSEC-DECSB-HTEACH2-750231-1998 OSEC-DECSB-HTEACH2-750031-2020 OSEC-DECSB-HTEACH2-750030-2020 OSEC-DECSB-HTEACH2-750209-1998 OSEC-DECSB-HTEACH2-750204-1998	<b>No. of Vacancy: Five (5)</b>
<b>Monthly Salary: Php36,619.00</b>	<b>Salary Grade: 15</b>
<b>QUALIFICATION STANDARDS</b>	
<b>EDUCATION</b>	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units
<b>TRAINING</b>	Twenty-four (24) hours of relevant training
<b>EXPERIENCE</b>	Head Teacher for 1 year; or Teacher for 4 years
<b>ELIGIBILITY</b>	PBET; LET; Teacher's Exam (RA 1080)

(Secondary Level) <b>Position: HEAD TEACHER I</b> OSEC-DECSB-HTEACH1-750005-2015(ENGLISH)	<b>No. of Vacancy: One (1)</b> MONKAYO NHS
<b>Monthly Salary: Php33,843.00</b>	<b>Salary Grade: 14</b>
<b>QUALIFICATION STANDARDS</b>	
<b>EDUCATION</b>	Bachelor's degree in Secondary Education; or Bachelor's degree with 18 professional education units with appropriate field of specialization
<b>TRAINING</b>	Twenty-four (24) hours of relevant training
<b>EXPERIENCE</b>	Teacher-In-Charge for 1 year; or Teacher for 3 years
<b>ELIGIBILITY</b>	PBET; LET; Teacher's Exam (RA 1080)

(Elementary Level) <b>Position: HEAD TEACHER I</b> OSEC-DECSB-HTEACH1-750086-1998 OSEC-DECSB-HTEACH1-750057-2019 OSEC-DECSB-HTEACH1-750016-2009	<b>No. of Vacancy: Three (3)</b>
<b>Monthly Salary: Php33,843.00</b>	<b>Salary Grade: 14</b>
<b>QUALIFICATION STANDARDS</b>	
<b>EDUCATION</b>	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units
<b>TRAINING</b>	Twenty-four (24) hours of relevant training
<b>EXPERIENCE</b>	Teacher-In-Charge for 1 year; or Teacher for 3 years
<b>ELIGIBILITY</b>	PBET; LET; Teacher's Exam (RA 1080)



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This Office 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). Interested and 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 **June 12, 2023 at 5:00** in the afternoon.

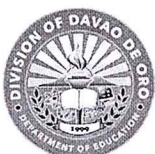
Applicants must ensure to attach **notarized Annex C** of this memorandum and tick the status of submission of every basic documentary requirement complied. The applicants assume full responsibility and accountability on the validity and authenticity of the documents submitted, as evidenced by the Omnibus Sworn Statement. Any violation will automatically disqualify the applicants from the selection process.

Prompt and wide dissemination of this memorandum is desired.

By the Authority of the  
OIC-Schools Division Superintendent:

**ARLYN B. LIM, PhD**  
OIC, Assistant Schools Division Superintendent

*Encl.: As stated*  
*Reference:*  
*FN: HRMPSB VACANT ITEMS*



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Enclosure No. 1

**Schedule of Recruitment, Selection and Appointment Process**

<b>Activities</b>	<b>Schedule</b>	<b>In-Charge</b>	<b>Venue</b>
Publication of vacant positions	May 19-June 6, 2023	Admin Officer IV	Division Office Bulletin and website
Submission of application documents	May 30-June 13, 2023	Records Section	Records Unit
Verification of CAV of applicants to CHED Office/SUCs	May 30-June 13, 2023	HRMPSB Secretariat	Personnel Unit
Preliminary Screening and Initial Evaluation of the Qualification of Applicants	June 14-23, 2023	Admin Officer IV/Secretariat	Personnel Unit
HRMPSB Deliberation/Comparative Assessment of Applicants	June 26-30, 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	July 17, 2023	HRMPSB/Secretariat	
Submission of CAR-RQA to the Appointing Authority(SDS)	August 1, 2023	HRMPSB	Office of the Schools Division Superintendent
Issuance of Appointment with complete documentary requirements	August 10, 2023 and onwards	Admin Officer IV	Personnel Section
Posting of Issued Appointments	September 10, 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, or to the highest human resource officer designated by the Head of Office;			
b.	Duly accomplished Personal Data Sheet (CS Form 212, revised 2017) which can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> with <b>Work Experience Sheet</b> and 1 Passport size ID picture;			
c.	Photocopy of valid and updated <b>authenticated PRC License/ID</b> (not expired/or to expire within 6 months upon submission of application);			
d.	Photocopy of <b>authenticated Certificate of Eligibility (CSC)/Report of Rating</b> , 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 <b>CAR</b> , 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 <b>last rating period(s)</b> 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 ( <b>Annex C</b> ), <b>notarized by authorized official</b> ; 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: <b>Outstanding Accomplishments, Application of Education, and Application of Learning and Development</b> 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.