



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

2024-08-19-0676



**Office of the Schools Division
 Superintendent**

August 16, 2024

DIVISION MEMORANDUM
 No. 644, s. 2024

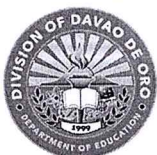
**ACCEPTANCE OF APPLICATION FOR THE VACANT POSITIONS
 IN THE SCHOOLS DIVISION OF DAVAO DE ORO**

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. This Office announces the acceptance of application for the various positions, to wit:
2. The Qualification Standards for the Non-Teaching Positions are as follows:

Position: ENGINEER III OSEC-DECSB-ENG3-750063-2014		No. of Vacancy: One (1)
Monthly Salary: Php53,873.00		Salary Grade: 19
QUALIFICATION STANDARDS		
EDUCATION	Bachelor's degree in Engineering relevant to the job	
TRAINING	8 hours of relevant training	
EXPERIENCE	2 years of relevant experience	
ELIGIBILITY	RA 1080 (Civil Engineer)	

Position: DENTIST II OSEC-DECSB-DENT2-750002-2017		No. of Vacancy: One (1)
Monthly Salary: Php45,138.00		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)	



Address: Capitol Complex, Brgy. Cabidanan, 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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Position: NURSE II OSEC-DECSB-NURS2-750045-2021; OSEC-DECSB-NURS2-750054-2021		No. of Vacancy: Two (2)
Monthly Salary: Php41,616.00		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)	

Position: ADMINISTRATIVE ASSISTANT III OSEC-DECSB-ADAS3-750115-2017 OSEC-DECSB-ADAS3-750123-2014 OSEC-DECSB-ADAS3-750034-2007- Mabini NHS OSEC-DECSB-ADAS3-750032-2007- Laak NHS		No. of Vacancy: Four (4)
Monthly Salary: Php22,219.00		Salary Grade: 9
QUALIFICATION STANDARDS		
EDUCATION	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	
TRAINING	4 hours of relevant training	
EXPERIENCE	One (1) year of relevant experience	
ELIGIBILITY	Career Service (Sub-Professional) First Level Eligibility	

Position: ADMINISTRATIVE ASSISTANT II OSEC-DECSB-ADAS2-750119-2017; OSEC-DECSB-ADAS2-750197-2016; OSEC-DECSB-ADAS2-750187-2016; OSEC-DECSB-ADAS2-750205-2016; OSEC-DECSB-ADAS2-750206-2016; OSEC-DECSB-ADAS2-750129-2017; OSEC-DECSB-ADAS2-750192-2016; OSEC-DECSB-ADAS2-750032-2007-Andili NHS; OSEC-DECSB-ADAS2-750132-2018-Gabi NHS; OSEC-DECSB-ADAS2-750047-2004-AOSR NHS.		No. of Vacancy: Ten (10)
Monthly Salary: Php20,534.00		Salary Grade: 8
QUALIFICATION STANDARDS		
EDUCATION	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	
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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Position: ADMINISTRATIVE AIDE VI (Clerk III) OSEC-DECSB-ADA6-750079-2014; OSEC-DECSB-ADA6-750081-2014; OSEC-DECSB-ADA6-750082-2014; OSEC-DECSB-ADA6-750083-2014; OSEC-DECSB-ADA6-750086-2014.		No. of Vacancy: Five (5)
Monthly Salary: Php18,255.00		Salary Grade: 6
QUALIFICATION STANDARDS		
EDUCATION	Completion of two-year studies in college	
TRAINING	None required	
EXPERIENCE	None required	
ELIGIBILITY	Career Service (Sub-Professional) First Level Eligibility	

Position: ADMINISTRATIVE AIDE VI (Chauffeur II) OSEC-DECSB-ADA6-750084-2014; OSEC-DECSB-ADA6-750085-2014.		No. of Vacancy: Two (2)
Monthly Salary: Php18,255.00		Salary Grade: 6
QUALIFICATION STANDARDS		
EDUCATION	Elementary School Graduate	
TRAINING	None required	
EXPERIENCE	None required	
ELIGIBILITY	Professional Driver's License (MC No. 10, s. 2013-Cat.IV)	

Position: ADMINISTRATIVE AIDE III OSEC-DECSB-ADA3-750082-2004-NNCHS		No. of Vacancy: One (1)
Monthly Salary: Php15,265.00		Salary Grade: 3
QUALIFICATION STANDARDS		
EDUCATION	Completion of two-year studies in college	
TRAINING	None required	
EXPERIENCE	None required	
ELIGIBILITY	Career Service (Sub-Professional) First Level Eligibility	



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The Qualification Standards for the Related-Teaching Positions are as follows:

Position: GUIDANCE COUNSELOR III OSEC-DECSB-GUIDC3-750017-1998-NNCHS; OSEC-DECSB-GUIDC3-750018-1998-NNCHS; OSEC-DECSB-GUIDC3-750019-1998-NNCHS; OSEC-DECSB-GUIDC3-750704-2022-Compostela NHS; OSEC-DECSB-GUIDC3-750218-2021-Laak NHS		No. of Vacancy: Five (5)
Monthly Salary: Php32,870.00		Salary Grade: 13
QUALIFICATION STANDARDS		
EDUCATION	Master's degree in Guidance and Counselling	
TRAINING	None required	
EXPERIENCE	None required	
ELIGIBILITY	RA 1080 (Guidance Counselor)	

Position: GUIDANCE COUNSELOR I OSEC-DECSB-GUIDC1-750025-2011-Manat NHS OSEC-DECSB-GUIDC1-750027-2008-Pantukan NHS OSEC-DECSB-GUIDC1-750029-2008-Maragusan NHS OSEC-DECSB-GUIDC1-750030-2008-Montevista NHS OSEC-DECSB-GUIDC1-750031-2008-Monkayo NHS		No. of Vacancy: Five (5)
Monthly Salary: Php28,512.00		Salary Grade: 11
QUALIFICATION STANDARDS		
EDUCATION	Master's degree in Guidance and Counselling	
TRAINING	None required	
EXPERIENCE	None required	
ELIGIBILITY	RA 1080 (Guidance Counselor)	

The Qualification Standards for the Higher Teaching Positions are as follows:

Position: SPECIAL EDUCATION TEACHER III OSEC-DECSB-SPET3-750013-2021		No. of Vacancy: One (1)
Monthly Salary: Php41,616.00		Salary Grade: 16
QUALIFICATION STANDARDS		
EDUCATION	Bachelor's Degree in Education with specialization in Special Education	
TRAINING	4 hours of relevant training	
EXPERIENCE	Two (2) years experience as Special Education Teacher	
ELIGIBILITY	PBET; LET; Teacher's Exam (RA 1080)	



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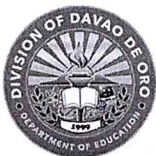
**Office of the Schools Division
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Position: SPECIAL EDUCATION TEACHER II OSEC-DECSB-SPET2-750807-2016; OSEC-DECSB-SPET2-750808-2016; OSEC-DECSB-SPET2-750283-2021.		No. of Vacancy: Three (3)
Monthly Salary: Php41,616.00		Salary Grade: 15
QUALIFICATION STANDARDS		
EDUCATION	Bachelor's Degree in Education with specialization in Special Education	
TRAINING	4 hours of relevant training	
EXPERIENCE	One (1) year experience as Special Education Teacher	
ELIGIBILITY	PBET; LET; Teacher's Exam (RA 1080)	

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.
4. The evaluation shall be based on Enclosure No. 4 and 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 Related-Teaching and Non-Teaching Positions. While DepEd Order No. 66, s. 2007 shall be the basis for the Guidelines on the Promotion of higher teaching positions.
5. Interested qualified applicants should signify their interest in writing and fastened the complete documentary requirements in one (1) folder and submit to Records Section, DepEd Division Office, DepEd Building, Capitol Complex, Cabidanan, Nabunturan, Davao de Oro. Deadline of submission will be on **August 23, 2024 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, CESO V
 Schools Division Superintendent

Encl: As stated
Reference:
FN: HRMPSB various vacant items



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Annex C - RELATED-TEACHING AND NON-TEACHING POSITIONS

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.	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			
b.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;			
c.	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;			
d.	Photocopy of valid and updated PRC License/ID (not expired/or to expire within 6 months upon submission of application or Proof of Eligibility ;			
e.	Photocopy of Certificate of Eligibility/Report of Rating;			
f.	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;			
g.	Photocopy of Certificate/s of Trainings, if applicable;			
h.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;			
i.	Photocopy of latest appointment, if applicable;			
j.	Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable;			
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.

Annex C - HIGHER TEACHING POSITIONS

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For : **SPECIAL EDUCATION TEACHER II & III**
 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.	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			
b.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;			
c.	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;			
d.	Photocopy of valid and updated PRC License/ID (not expired/or to expire within 6 months upon submission of application or Proof of Eligibility ;			
e.	Photocopy of Certificate of Eligibility/Report of Rating;			
f.	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;			
g.	Photocopy of Certificate/s of Trainings, if applicable;			
h.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;			
i.	Photocopy of latest appointment, if applicable;			
j.	Photocopy of Approved Performance Ratings for the last three (3) rating periods prior to the assessment (2021-2022; 2022-2023; 2023-2024); and			
k.	Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:			
	Means of Verification (MOVs) showing: 1) Outstanding Employee Award/s; 2) Approved innovative work plan, 3) Research and development projects; 4) Publication/authorship; 5) Consultation/Resource Speaker in Trainings/Seminars/Workshops/ Symposia; 6) Certificates of relevant trainings attended (must be relevant to the position being applied) 7) Certificates of Recognition/Commendation (if any) not used during the last promotion and acquired in the last five (5) years reckoned from the issuance of this memorandum			

Attested:

 Human Resource Management Officer

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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.

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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

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