



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



2024-10-14-0874

**Office of the Schools Division  
 Superintendent**

DIVISION MEMORANDUM

No. 887, s. 2024

To : All Qualified and Interested Applicants  
 Elementary and Secondary School Administrators  
 All Other Concerned

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

Date : October 8, 2024

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

- Dentist II
- Administrative Officer II
- Administrative Assistant III
- Administrative Assistant II
- Administrative Assistant I
- Administrative Aide VI
- Administrative Aide III
- Administrative Aide I

2. All interested applicants to the position must be able to meet the Qualification Standards (QS) (Annex A) to be included in the shortlist of qualified applicants and proceed with the application process. Applicants to the position who failed to submit the documentary requirements 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 applicants, Enclosure No. 5 to DepEd Order No. 007, s. 2023 entitled "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.



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](mailto:davaodeoro@deped.gov.ph)  
 Website: [www.depeddavaodeoro.ph](http://www.depeddavaodeoro.ph)

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5. Specified documentary requirements must be arranged according to the sequence in the List of Documentary Requirements (ANNEX B) with **proper tabbing** indicating the document submitted for each criterion. Applicants are advised to submit the relevant/appropriate documents to satisfy each criterion.
6. It is reminded that no additional documentary requirements will be accepted once the requirements of the applicants have been submitted and received in the Division Records Unit. The available documents submitted 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 to submit additional documents for verification purposes.
7. 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. Applicants will be notified of the conduct of the activities or any changes in the recruitment and selection activities through Division Memorandum or email.
9. Below is the timeline for the recruitment and selection process:

<b>ACTIVITY</b>	<b>SCHEDULE</b>
Deadline on the Acceptance/submission of Application	October 18, 2024
Posting of Initial Evaluation Result (IER)	November 4, 2024
Conduct of Behavioral Event Interview, Written Test, Work Sample Test and Conduct of Open Ranking	November 20-21, 2024
Finalization of Comparative Assessment Result	November 25, 2024
Submission of CAR-RQA to the Appointing Authority	November 28, 2024

10. Attached is the Qualification Standards and the number of vacant items per position.
11. Immediate and wide dissemination of this Memorandum is desired.

By the Authority of the  
 OIC, Schools Division Superintendent:

  
**EMMA A. CAMPOREDONDO, CESO VI**  
 Assistant Schools Division Superintendent  
 Officer-In-Charge 



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**Annex A**

The Qualification Standards for the position:

<b>POSITION PROFILE</b>	
Position: <b>DENTIST II</b>	No. of Vacancy: <b>One (1)</b>
Plantilla Item No.: <b>OSEC-DECSB-DENT2-750002-2017</b>	
Monthly Salary: <b>Php 45,138.00</b>	Salary Grade: <b>17</b>
<b>QUALIFICATION STANDARDS</b>	
EDUCATION	<b>Doctor of Dental Medicine or Dental Surgery</b>
TRAINING	<b>Four (4) hours of relevant training</b>
EXPERIENCE	<b>One (1) year of relevant experience</b>
ELIGIBILITY	<b>RA 1080 (Dentist)</b>

<b>POSITION PROFILE</b>	
Position: <b>ADMINISTRATIVE OFFICER II</b>	No. of Vacancy: <b>Eight (8)</b>
Plantilla Item No.:	
<b>OSEC-DECSB-ADOF2-750242-2021-</b> Melale ES & Melale NHS <b>OSEC-DECSB-ADOF2-750268-2021-</b> Hinagtungan ES, Limot ES & Sisimon ES <b>OSEC-DECSB-ADOF2-750022-2016-</b> Kidawa ES & Kidawa NHS <b>OSEC-DECSB-ADOF2-750251-2021-</b> Anitap ES, Libuton ES & Kiokmay ES <b>OSEC-DECSB-ADOF2-750184-2020-</b> Malinao ES, Doña Josefa ES & Sabud ES <b>OSEC-DECSB-ADOF2-750273-2021-</b> Bollukan ES, Tuk-an ES & Binasbas ES <b>OSEC-DECSB-ADOF2-750260-2021-</b> Anitapan ES & Anitapan NHS <b>OSEC-DECSB-ADOF2-750295-2021-</b> Bongbong ES & Bon-Temple ES	
Monthly Salary: <b>Php 28,512.00</b>	Salary Grade: <b>11</b>
<b>QUALIFICATION STANDARDS</b>	
EDUCATION	<b>Bachelor's Degree relevant to the job</b>
TRAINING	<b>None Required</b>
EXPERIENCE	<b>None Required</b>
ELIGIBILITY	<b>Career Service (Professional) Second Level Eligibility</b>



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<b>POSITION PROFILE</b>	
Position: <b>ADMINISTRATIVE ASSISTANT III</b>	No. of Vacancy: <b>Twenty-Two (22)</b>
Plantilla Item No.:	
<b>OSEC-DECSB-ADAS3-750034-2004-</b> Pantukan NHS <b>OSEC-DECSB-ADAS3-750119-2014-</b> Magnaga NHS <b>OSEC-DECSB-ADAS3-750107-2017-</b> Melale NHS <b>OSEC-DECSB-ADAS3-750035-2007-</b> New Bataan NHS <b>OSEC-DECSB-ADAS3-750108-2017-</b> Pasion NHS <b>OSEC-DECSB-ADAS3-750121-2014-</b> Mapawa NHS <b>OSEC-DECSB-ADAS3-750037-2007-</b> Andili NHS	
<b>OSEC-DECSB-ADAS3-750098-2014; ADAS3-750143-2014; ADAS3-750105-2017;</b> <b>ADAS3-750101-2014; ADAS3-750142-2014; ADAS3-750118-2017; ADAS3-750108-2014;</b> <b>ADAS3-750268-2018; ADAS3-750114-2017; ADAS3-750271-2018; ADAS3-750112-2017;</b> <b>ADAS3-750113-2014; ADAS3-750094-2017; ADAS3-750261-2018; ADAS3-750103-2017.</b>	
Monthly Salary: <b>Php 22,219.00</b>	Salary Grade: <b>9</b>
<b>QUALIFICATION STANDARDS</b>	
<b>EDUCATION</b>	<b>Completion of two-year studies in college</b>
<b>TRAINING</b>	<b>4 hours of relevant training</b>
<b>EXPERIENCE</b>	<b>1 year of relevant experience</b>
<b>ELIGIBILITY</b>	<b>Career Service (Sub-Professional) First Level Eligibility</b>

<b>POSITION PROFILE</b>	
Position: <b>ADMINISTRATIVE ASSISTANT II</b>	No. of Vacancy: <b>Eighteen (18)</b>
Plantilla Item No.:	
<b>OSEC-DECSB-ADAS2-750012-2009-</b> Mainit NHS <b>OSEC-DECSB-ADAS2-750040-2014-</b> Tambongon NHS <b>OSEC-DECSB-ADAS2-750138-2018-</b> Manat NHS (Verifier) <b>OSEC-DECSB-ADAS2-750137-2018-</b> Mainit NHS (Verifier)	
<b>OSEC-DECSB-ADAS2-750126-2017; ADAS2-750158-2016; ADAS2-750201-2016;</b> <b>ADAS2-750218-2016; ADAS2-750171-2016; ADAS2-750130-2017; ADAS2-750133-2017;</b> <b>ADAS2-750185-2016; ADAS2-750157-2016; ADAS2-750125-2017; ADAS2-750204-2016;</b> <b>ADAS2-750168-2016; ADAS2-750165-2016; ADAS2-750211-2016.</b>	
Monthly Salary: <b>Php 20,534.00</b>	Salary Grade: <b>8</b>
<b>QUALIFICATION STANDARDS</b>	
<b>EDUCATION</b>	<b>Completion of two-year studies in college</b>
<b>TRAINING</b>	<b>4 hours of relevant training</b>
<b>EXPERIENCE</b>	<b>1 year of relevant experience</b>
<b>ELIGIBILITY</b>	<b>Career Service (Sub-Professional) First Level Eligibility</b>



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<b>POSITION PROFILE</b>	
Position: <b>ADMINISTRATIVE ASSISTANT I</b>	No. of Vacancy: <b>One (1)</b>
Plantilla Item No.: <b>OSec-DECSB-ADAS1-750068-2014</b>	
Monthly Salary: <b>Php 19,365.00</b>	Salary Grade: <b>7</b>
<b>QUALIFICATION STANDARDS</b>	
EDUCATION	<b>Completion of two-year studies in college</b>
TRAINING	<b>None Required</b>
EXPERIENCE	<b>None Required</b>
ELIGIBILITY	<b>Career Service (Sub-Professional) First Level Eligibility</b>

<b>POSITION PROFILE</b>	
Position: <b>ADMINISTRATIVE AIDE VI</b>	No. of Vacancy: <b>One (1)</b>
Plantilla Item No.: <b>OSec-DECSB-ADA6-750080-2014</b>	
Monthly Salary: <b>Php 18,255.00</b>	Salary Grade: <b>6</b>
<b>QUALIFICATION STANDARDS</b>	
EDUCATION	<b>Completion of two-year studies in college</b>
TRAINING	<b>None Required</b>
EXPERIENCE	<b>None Required</b>
ELIGIBILITY	<b>Career Service (Sub-Professional) First Level Eligibility</b>

<b>POSITION PROFILE</b>	
Position: <b>ADMINISTRATIVE AIDE III</b>	No. of Vacancy: <b>One (1)</b>
Plantilla Item No.: <b>OSec-DECSB-ADA3-750081-2004 - Nabunturan NCHS</b>	
Monthly Salary: <b>Php 15,265.00</b>	Salary Grade: <b>3</b>
<b>QUALIFICATION STANDARDS</b>	
EDUCATION	<b>Completion of two-year studies in college</b>
TRAINING	<b>None Required</b>
EXPERIENCE	<b>None Required</b>
ELIGIBILITY	<b>Career Service (Sub-Professional) First Level Eligibility</b>



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<b>POSITION PROFILE</b>	
Position: <b>ADMINISTRATIVE AIDE I</b>	No. of Vacancy: <b>One (1)</b>
Plantilla Item No.: <b>OSEC-DECSB-ADA1-750190-2004 - Nabunturan NCHS</b>	
Monthly Salary: <b>Php 13,530.00</b>	Salary Grade: <b>1</b>
<b>QUALIFICATION STANDARDS</b>	
EDUCATION	<b>Must be able to Read &amp; Write/ Elementary School Graduate</b>
TRAINING	<b>None Required</b>
EXPERIENCE	<b>None Required</b>
ELIGIBILITY	<b>None Required</b>

Deadline of submission of application: October 18, 2024 at 5:00 in the afternoon.

Submit application to the Division Office specifying the position being applied for addressed to:

**PHOEBE GAY L. REFAMONTE, CESO VI**  
 Assistant Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent  
 Schools Division of Davao de Oro  
 Capitol Complex, Cabidanan,  
 Nabunturan, Davao de Oro



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**Annex B**

**LIST OF DOCUMENTARY REQUIREMENTS**

The following documentary requirements must be with proper tabbing indicating the document submitted and arranged according to the sequence in the list of requirements, to wit:

- 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), please see 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 2017) and Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
- 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/Report of 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;
  - i. Certification of **General Weighted Average (GWA)** for positions that none required experience and training;
- g. Photocopy of Certificate/s of Trainings acquired after the last promotion but within the last five (5) years;
- h. Photocopy of Certificate of Employment, or duly signed updated Service Record;
- i. Photocopy of latest appointment, if applicable;
- j. Photocopy of the Performance Rating in the **last rating period** covering one (1) year performance in the current/latest position prior to the deadline of submission;
- k. Other documents used as Means of Verifications (MOVs):
  - i. Outstanding Accomplishments acquired after the last promotion;
    - *Awards and Recognition*
    - *Research and Innovation*
    - *Subject Matter Expert/ Membership in National TWGs or Committees*
    - *Resource Speakership/Learning Facilitation*
    - *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 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 <b>(Annex C), notarized by authorized official; and</b>			
b.	Letter of intent addressed to the Head of Office;			
c.	Duly accomplished Personal Data Sheet (CS Form 212, revised 2017) and <b>Work Experience Sheet</b> and 1 Passport size ID picture which can be downloaded at <a href="http://www.csc.gov.ph">www.csc.gov.ph</a> ;			
d.	Photocopy of valid and updated <b>PRC License/ID</b> (not expired/or to expire within 6 months upon submission of application;			
e.	Photocopy of Certificate of Eligibility (CSC)/Report of 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 post-graduate units/degrees, if available;			
	i. Certification of <b>General Weighted Average (GWA)</b> for positions that none required experience and training;			
g.	Photocopy of Certificate/s of Training acquired after the last promotion but within 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 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, 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> acquired after the last promotion;			
	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.