



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



2024-11-04-1045

Office of the Schools Division  
 Superintendent

November 4, 2024

**DIVISION MEMORANDUM**

No. 1053, s. 2024

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

TO: Public Schools District Supervisor/  
 District Coordinating Principals  
 Elementary & Secondary School Heads  
 All Interested Qualified Applicants

1. The Schools Division of Davao de Oro is now accepting applications for the designation of Teacher-In-Charge of the following schools, to wit:
  - Elementary Schools of Pantukan North District;
  - Elementary Schools of Monkayo East District;
  - Secondary Schools of New Bataan District.
2. Applicants for the Teacher-In-Charge designation must be an NQESH passer in Elementary and Secondary level of the specific District with vacancies.
3. Full-pledged Head Teacher in the Elementary Level is not included in this call.
4. Interested qualified applicants are hereby required to submit the following documents in one folder:
  - 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](http://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/LET Rating;
  - 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;



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)

Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	1 of 3



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

Office of the Schools Division  
Superintendent

- f) Photocopy of Certificate/s of relevant Training;
  - g) Duly signed Service Record;
  - h) 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;
  - i) Other documents as may be required by the HRMPSB for comparative assessment, including Means of Verification (MOVs) showing:
    - **Outstanding Accomplishments,**
    - **Application of Education,** and
    - **Application of Learning and Development.**
5. Deadline of submission will be on November 14, 2024 at 5:00P.M. at Records Unit DepEd Building, Capitol Complex, Cabidanan, Nabunturan, Davao de Oro.
6. Prompt and wide dissemination of this Memorandum is desired.

By the Authority of the  
OIC, Schools Division Superintendent:

**NORBERTO S. MANLANGIT, MPA**  
Administrative Officer V  
Officer-In-Charge

Encl.: As stated  
Reference:  
FN: Memo TIC Application



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

Doc. Ref. Code	PAWIM-F-019	Rev	00
Effectivity	09.12.22	Page	2 of 3