

Republic of the Philippines

SOCCSKSARGEN REGION



14 Jun 2024

## **DIVISION MEMORANDUM**

OSDS-2024-077

## NOTICE OF VACANCIES

To: Assistant Schools Division Superintendent **Division HRMPSB and Sub-Committee Members** All Interested Applicants

1. This is to announce the following vacant positions in the Department of Education - Schools Division of Sarangani:

Position Title	No. of Vacant Items		
Public Schools District Supervisor	1		
Medical Officer III	1		

All interested applicants regardless of age, sex, gender identity, sexual 2. orientation, ethnicity, political affiliation, religion, economic and social status, and physical disability are encouraged to apply (Division Memorandum No. 293, s. 2021 - Equal Employment Opportunity Principle Guidelines in Recruitment, Selection, and Placement).

3. Applicants are required to fill out an online registration form which can be accessed through this link: https://bit.ly/DepEdSarApplicantsOnlineRegistration. The application folders of those who have not registered online will not be accepted.

4. Application documents may be handed in or sent via courier addressed to:

## RUTH L. ESTACIO PhD, CESO V

Schools Division Superintendent DepEd - Schools Division of Sarangani Capitol Compound, Maribulan, Alabel, Sarangani Province

Applicants must submit their pertinent papers in one (1) hard green folder 5. duly fastened with tabbing and arrange documents according to the order mentioned in the Checklist of Requirements.

### 6. The deadline for submission of application documents is 24 June 2024. Late applications will no longer be accepted by the Personnel Unit.

By signing the Omnibus Sworn Statement, applicants take full responsibility 7. for the authenticity and accuracy of submitted documents. Any falsified documents will result in disqualification.







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## Department of Education

SOCCSKSARGEN REGION Schools Division of Sarangani

8. Refer to DepEd Order (DO) No. 19, s. 2022 titled **The Department of Education Merit Selection Plan** and DO 7, s. 2023 titled **Guidelines on the Recruitment, Selection, and Placement in the Department of Education** for the evaluation of application documents and computation of points to be used in the Comparative Assessment Result.

9. The following documents are enclosed for reference:

- a. Target timeline of the recruitment and selection process
- b. Checklist of requirements
- c. Qualification standards of the vacant positions

10. For inquiries, contact Ms. Irma May G. Dinasas at <u>irmamay.dinasas@deped.gov.ph</u>.

11. For the information, guidance, and appropriate action of all concerned.

ACIO PhD, CESO V RUTH I Schools Division Superintendent

Encl.: As stated Reference: N o n e To be indicated in the <u>Perpetual Index</u> under the following subjects:

> APPOINTMENT RECRUITMENT SELECTION

IMGD/OSDS-ADSS/MLA – notice of vacancies 0667/14 June 2024





Address: Capitol Compound, Maribulan, Alabel, Sarangani Province Telephone Nos.: (083) 508-2039 Website: depedsarangani.org Email Address: sarangani@deped.gov.ph

Schedule	Activity
14-24 June 2024	Submission of Application to Division Office
2 July 2024	Online Orientation of Applicants on the Hiring
(9:00 AM)	Guidelines. MS Teams link will be sent to the email
	address registered online
3-5 July 2024	Conduct of initial evaluation of documents as to
	qualification of applicants
12 July 2024	Posting of Initial Evaluation Result (IER)
TBA	Conduct of interviews and assessment of applicants,
	HRMPSB Deliberation, and Open Ranking System
TBA	Release of Comparative Assessment Result
TBA	Issuance of a memorandum on the successful
	candidate/s

# Timeline of Recruitment and Selection Activities

	CHECKLIST OF R	EQUIREMENTS				
Posi Offic Cont Relig Ethr Pers	e of Applicant:	Application Code:				
	Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	(To be filled-out b Status of Submission (Check if complied)	Submission Remarks		
	Letter of intent addressed to the Head of Office or highest human resource officer Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if		рспеск у сопршелу			
	applicable Photocopy of valid and updated PRC License/ID, if applicable Photocopy of Certificate of Eligibility/Report of Rating, if applicable					
e.	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available					
f.	Photocopy of Certificate/s of Training, if applicable Photocopy of Certificate of Employment, Contract of Service, or duly					
_	signed Service Record, whichever is/are applicable					
h. i.	Photocopy of latest appointment, if applicable Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance 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					
k.	Other documents as may be required for comparative assessment, such as but not limited to:					
	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, designation orders and such other applicable documents as indicated in DepEd Order No. 7, s. 2023 (Enclosure No. 4 re Criteria and Point System for Promotion to Related-Teaching Positions					
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled					

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

Annex C

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_ \_, year \_

Person Administering Oath

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.

No.	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Public Schools District Supervisor	PSDS-840099- 2003	SG-22	71,511.00	Master's degree in education or relevant master's degree	16 hours of relevant training	5 years of cumulative experience in instructional supervision and school management	RA 1080/PBET		DepEd Sarangani
2	Medical Officer III	MDOF3- 840002-2017	SG-21	63,997.00	Doctor of Medicine	None required	None required	RA 1080		DepEd Sarangani