



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

08 JUN 2023

DIVISION MEMORANDUM
No. 410, s. 2023

**ANNOUNCING THE VACANCIES FOR NON-TEACHING
POSITIONS IN THE DIVISION OF NEGROS ORIENTAL**

TO: OIC – Asst. Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District-In-Charge
Public Elem./Secondary Schools Administrators
Teaching/Non-Teaching Personnel

1. This Office hereby announces the vacancy for the following positions:

- (2) Dentist II – SG 17
- (2) Nurse II – SG 16
- (1) Administrative Officer II – SG 11
- (2) Administrative Assistant III – SG 9
- (8) Administrative Assistant II – SG 8
- (1) Administrative Aide III (Driver) – SG 3
- (1) Administrative Aide I – SG 1

2. Enclosed is the list of vacancies and the minimum qualification requirements for each position as per Civil Service Commission Qualification Standards (as amended 2017).

3. The Department of Education Division of Negros Oriental adheres to the Equal Employment Opportunity Principle. All interested and qualified applicants regardless of sex or gender orientation, age, civil status, religious affiliation, national origin, disability status, ethnicity or any other characteristics protected by law should signify their interest in their application letter indicating the station they are applying together with complete documentary requirements in **one (1) folder following the color coding with proper tabbing**, arranged as listed below, on or before **June 20, 2023** at DepEd-Negros Oriental Schools Division Office to be received at the Records Section:

- 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, notarized by authorized official; (<https://tinyurl.com/COFandOSS>);
- b. Letter of intent addressed to the Schools Division Superintendent;

NERI C. OJASTRO EdD, CESE
Schools Division Superintendent


- c. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
- d. Photocopy of valid and updated Certificate of Eligibility/Rating/License, if applicable;

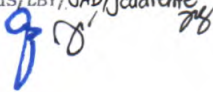


Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph

- e. Photocopy of scholastic/academic record such as but not limited to Official Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable;
 - f. Photocopy of Certificates of Training within the last five (5) years *(with summary: Enclosure C)*;
 - g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - h. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position, if applicable;
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of L&D reckoned from the date of last issuance of appointment; and
 - j. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item h is not relevant to the position to be filled, if applicable.
4. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.
5. Criteria for selection is based on DepEd Order No. 7, s. 2023 under the Non-Teaching Group.
6. All applications and further documents submitted beyond June 20, 2023 will **not** be accepted. 9
7. The following enclosures are attached for reference:
- a. Qualification Standards
 - b. Checklist of Requirements and Omnibus Sworn Statement on the Certification on Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (<https://tinyurl.com/COFandOSS>)
 - c. Summary of L&D Interventions/Training Programs Attended
 - d. Timeline/Schedule of Activities
8. For any inquiries and clarification, please visit Ms. Jian A. Diaz, HRMO at the Personnel Section or contact her at (035)422-0267.
9. It is desired that this Memorandum be given widest dissemination.

For the Schools Division Superintendent:


MARCELO K. PALISPIS, EdD
OIC-Assistant Schools Division Superintendent
Office-In-Charge
618127

NCO/NLR-MKP-JMA/AdS/LBY/JAD/jcadiante
June 7, 2023 



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LIST OF VACANCIES FOR NON-TEACHING POSITION

No.	Position Title	Salary Grade	Code	Monthly Salary	Qualification Standards				Place of Assignment/ District
					Education	Training	Experience	Eligibility	
2	Dentist II DENT2-510079-1998(SGOD) DENT2-510085-1998(SGOD)	17	Red	43,030.00	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080	Division of Negros Oriental
2	Nurse II NURS2-25-2021(SGOD) NURS2-52-2021(SHS)	16	Red	39,672.00	Bachelor of Science in Nursing	4 hours of relevant training	1 year of relevant experience	RA 1080	Division of Negros Oriental
1	Administrative Officer II ADOF2-510197-2016(Mabinay NHS-SHS)	11	Brown	27,000.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Prof.)	Mabinay III
2	Administrative Assistant III ADAS3-510044-2014(Elem) ADAS3-510059-2014(Elem)	9	Purple	21,211.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprof.)	Manjuyod I Sibulan I
8	Administrative Assistant II ADAS2-510165-2018(DEMMNHS) ADAS2-510167-2018(LLTVS) ADAS2-510451-2016(Avocado HS-SHS) ADAS2-510484-2016(Tamlang HS-SHS) ADAS2-510487-2016(Apo Island HS-SHS) ADAS2-510399-2016(Panciao HS-SHS) ADAS2-510486-2016(Dobdob HS-SHS) ADAS2-510225-2017(DCCTMES)	8	Yellow	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprof.)	Sta. Catalina I La Libertad I Sta. Catalina III Sta. Catalina III Dauin Manjuyod I Valencia Mabinay I
1	Administrative Aide III ADA3-510040-2004	3	Blue	14,678.00	Elementary School Graduate	None required	None required	Driver License	Division of Negros Oriental
1	Administrative Aide I ADA1-510191-2004	1	Orange	13,000.00	must be able to read and write	None required	None required	None required	Division of Negros Oriental

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 <i>(To be filled-out by the applicant, Check if submitted)</i>	Verification <i>(To be filled-out by the HR Office/Subcommittee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. 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			
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 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 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.			

Attested:

 Human Resource (HR) Office / Subcommittee

OMNIBUS SWORN STATEMENT

CERTIFICATION ON 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", (e)lectronic 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.

**LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/
 TRAINING PROGRAMS ATTENDED
 (ACQUIRED AFTER THE LAST PROMOTION)**

Name: _____

Date of Last Promotion, if applicable: _____

Title of Learning and Development Interventions/ Training Programs (Write in full)	Inclusive Dates of Attendance (mm/dd/yyyy)		Number of Hours	Type of L&D (Managerial, Supervisory, Technical, Foundation)	Conducted/ Sponsored by:
	From	To			
Total Number of Hours:			xx		

Time Frame	Activity	Participants/ Committee In-Charge
June 7, 2023	Dissemination of the vacancy for the position through Division Memorandum	HRMO
June 7-20, 2023 ✱	Submission of application letter and supporting documents to the Records Section of the SDO Negros Oriental	Interested Applicants
June 21-23, 2023 ✱	Initial Evaluation of the Qualification of Applicants by the HRMO	HRMO
July 3-17, 2023	Posting of the Initial Evaluation Results (IER) for 15 Calendar days	HRMO
July 24-28, 2023	Open Ranking/Assessment en banc of documents of qualified applicants	HRMPSB & Applicants
July 24-28, 2023	Conduct written exam and interview	HRMPSB & Applicants