



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 194, s. 2023

MAY 17 2023

SUBMISSION OF APPLICATION FOR VACANT
NON-TEACHING POSITIONS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. This is to announce to the field that this Office is now accepting applications for the following vacant positions with corresponding qualification standards in the Schools Division Office of Kabankalan City:

Position/Item Number/Salary Grade	Education	Training	Experience	Eligibility	Place of Assignment
Attorney III – SG 21 OSEC-DECSB-ATY3-420002-2014	Bachelor of Laws	4 hours relevant training	1-year relevant experience	RA 1080 (BAR)	OSDS, SDO Kabankalan City
Medical Officer III – SG 21 OSEC-DECSB-MDOF3-420027-2018	Doctor of Medicine (preferably with MA in Public Health, Public Administration, Management, Health Education or relevant field)	4 hours relevant training	1-year relevant experience	RA 1080 (Physician's Licensure Exam)	SGOD, SDO Kabankalan City
Clarification: Residency training shall not be counted as relevant employment experience					
Project Development Officer II – SG 15 OSEC-DECSB-PDO2-420088-2014	Bachelor's Degree relevant to the job	4 hours relevant training	1-year relevant experience	Career Service (Professional) Second Level Eligibility	CID-LRMDS, SDO Kabankalan City
Clarification: Relevant experience shall refer to having 1-year relevant experience in digital content development as writer, illustrator, and editor Has background in relevant DepEd guidelines on the development of learning resources					





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Senior Education Program Specialist – SG 19 OSEC-DECSB-SREPS-420090-2014	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	8 hours relevant training	2 years experience in education, research, development, implementation, or other relevant experience	RA 1080; Career Service (Professional) Second Level Eligibility	SGOD, SDO Kabankalan City
Clarifications: Relevant experience shall preferably be at least 2 years cumulative experience as a research practitioner and has served as an adviser, panelist, or consultant Must preferably be a doctorate degree holder					

- The application is open to all interested and qualified applicants regardless of age, sex, civil status, disability, religion, ethnicity, and political affiliation.
- Applicants shall furnish an application letter addressed to:

MICHELL L. ACOYONG, CESO VI
*Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent*

- Applicants shall submit their application to the Records Section of this Schools Division **not later than 5 p.m. of May 31, 2023.**
- The application shall include the following documents listed hereunder and shall be submitted in one (1) set arranged accordingly with ear tabs:
 - Letter of intent addressed to the Schools Division Superintendent;
 - Duly accomplished and notarized PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet if applicable;
 - Photocopy of valid and updated PRC License/ID, if applicable;
 - Photocopy of certificate of Eligibility/Rating, if applicable;
 - Photocopy of scholastic/academic record such as but not limited to transcript of Records and Diploma, including completion of graduate and post-graduate units/degrees, if applicable;
 - 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;
 - Photocopy of latest appointment, if applicable;
 - 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, if applicable;
 - 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 A), notarized by authorized official; and





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- 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.
6. The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted, as evidenced by the Omnibus certification of authenticity. Any violation shall automatically disqualify the applicant from the selection process.
7. There shall be no retrieval of documents once the application is stamped received by the Records Unit. No additional documents will be accepted beyond the deadline of submission of application.
8. Applicants shall be given their corresponding application code after the HRMO has verified their respective documents.
9. Below is the indicative schedule relative to the conduct of this recruitment which may change depending on the circumstances:

Activity	Date	Venue	In Charge
Submission of application	May 17, 2023 to May 31, 2023	Records Unit	Records Officer
Release of Initial Evaluation Result	June 6, 2023	Division Office	HRMO
Face-to-Face Document Validation, Interview, Written and Work Sample Test	June 13, 2023	Division Office	HRMPSB
Submission of the Comparative Assessment Result	June 16, 2023	Division Office	HRMPSB
Posting of Final Results	June 21, 2023	Division Office, Division Website, FB Page	HRMO

10. Immediate dissemination of and compliance with this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Reference:

DO No. 7, s. 2023



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
Telephone Number: 471-2004 | 471-2003
E-mail: kabankalan.city001@deped.gov.ph

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Application Code: _____

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-committee)	
		Status of Submission (Check if complied)	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 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", (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.