



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

DIVISION MEMORANDUM

No. 254, s. 2023

JUL 07 2023

**RECRUITMENT AND SELECTION FOR MEDICAL OFFICER III
AND NURSE II POSITIONS**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. The Schools Division Office of Kabankalan City, through the HRMO, announces the start of the acceptance of applications and pertinent documents of all interested qualified applicants for the following positions not later than 5 pm of July 21, 2023:

- a. Medical Officer III
- b. Nurse II

2. The selection and ranking process is open to all qualified applicants regardless of their sex, civil and economic status, religious belief and affiliation, cultural group, physical disabilities, etc.

3. Below is the table of qualification standards of the said positions:

Position/SG/Item Number/Place of Assignment	Education	Training	Experience	Eligibility
Medical Officer III – SG 21 OSEC-DECS-MDOF3-420027-2018 School Governance and Operations Division – Health and Nutrition Unit	Doctor of Medicine (preferably with MA in Public Health, Public Administration, Management, Health Education or relevant field)	4 hours of relevant training	At least 1 year of relevant experience in the Practice of Medicine * excluding residency training	RA 1080 (Physician's Licensure Exam)

**Relevant training and experience shall refer to trainings and experience related to the duties and responsibilities of a Medical Officer III as indicated in paragraph 4 of this Memorandum*





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Nurse II – SG 16 OSEC-DECSB- NURS2-420234- 2021 School Governance and Operations Division – Health and Nutrition Unit	Bachelor of Science in Nursing	4 hours of relevant training	At least 2 years of relevant experience	RA 1080 (<i>Nursing Licensure Exam</i>)
<i>*Relevant training and experience shall refer to trainings and experience related to the duties and responsibilities of a Nurse II as indicated in paragraph 4 of this Memorandum</i>				

4. Relative to the conduct of this recruitment, interested qualified applicants are enjoined to take note of the duties and responsibilities of the positions of Medical Officer III and Nurse II in the Schools Division of Kabankalan City shown below:

Medical Officer III	
Job Summary To promote, protect and maintain the physical and mental well-being and readiness of learners to learn, by planning, formulating strategies for health and nutrition programs, to provide supervisory function to health personnel in the conduct and monitoring of Health and Nutrition Program Services and establishment of viable and sustainable linkages with educational partners and stakeholders.	
Key Result Areas	Duties and Responsibilities
Health Program and Services	<ul style="list-style-type: none">• Plans and formulates policies strategies and guidelines on Health and Nutrition Programs of the Schools Division Office• Monitor and Evaluate the implemented School Health and Nutrition Programs of the Schools Division Office for the direct benefit of the learners• Prepares and submits periodic reports of accomplishments
Nutrition Program Service	<ul style="list-style-type: none">• Monitor, Evaluate and Report the Nutritional Status of learners in the Schools Division Office• Develop, Design, Implement, Evaluate, Monitor and Report Sustainable Feeding Programs for the identified Severely Wasted and Wasted Learners of the Schools Division Office• Ensure Compliance and Implementation of Nutrition Programs to Nutritional Standards in Food preparation



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Partnership	<ul style="list-style-type: none">• Establishes, Maintains and Sustains Partnerships and Agreements with other agencies and stakeholders based on Dep ED Established Standards for Health and Nutrition Programs
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Nurse II	
Job Summary Assist the Medical Officer in the implementation of Health and Nutrition Programs and Projects of the SDO.	
Key Result Areas	Duties and Responsibilities
Health Program and Services	<ul style="list-style-type: none">• Classroom inspection to detect early signs and symptoms/disability of learners• Assists the Medical Officer in his school clinic work such as vital signs taking, RBS monitoring, immunizations etc.• Provide preventive and remedial measure for simple and common ailments and gives first aid treatment in the school• Conduct Visual and Auditory Screening, Height and Weight Measurement and Deworming of learners• Maintains a functional school clinic• Checks on the proper sanitation and healthful living conditions of the school and community• Utilize tried and tested medicinal plants for the treatment of common ailments• Coordinate with other health personnel, the translation of scientific knowledge to desirable health behavior• Coordinate with the Medical Officer for the provision of needed health facilities, medicine and supplies• Prepares and submit needed reports
Nutrition Program and Services	<ul style="list-style-type: none">• Assist in the development, design, implementation, evaluation and monitoring of Sustainable Feeding• Programs for the identified Severely Wasted and Wasted Learners of the Schools Division Office and• Submit needed reports• Ensure compliance and implementation of Nutrition Programs to Nutritional Standards in Food preparation
Linkages	<ul style="list-style-type: none">• Establish/Strengthen linkages between education partners and stakeholders
Special Services	<ul style="list-style-type: none">• Acts as resource person and participate in the information/dissemination on health matters such as classroom lectures, open forum





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Special Services	<ul style="list-style-type: none">• Acts as resource person and participate in the information/dissemination on health matters such as classroom lectures, open forum• Participate in Sports, Scouting and Other Division/School activities
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5. All interested qualified applicants shall submit to the Records Office of SDO Kabankalan City the following required documents in one (1) set with ear tabs as indicators for each group of attached documents:

- a. Letter of intent addressed to the Schools Division Superintendent;
- b. Duly accomplished Personal Data Sheet (PDS) CS Form 212, 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, 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 (Enclosure No. 1) – 4 copies;
- 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

6. No additional documents shall be accepted after the set deadline. There shall be no retrieval of documents prior to the conduct of the document validation once the application is stamped received by the Records Officer.

7. Applicants are advised to prepare the original copies of the documents submitted for the purpose of verification by the Human Resource Management Promotion and Selection Board.

8. Applicants with disabilities shall request the Chairman of the HRMPSB in writing prior to the deadline of submission of applications should any assistance be needed.





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9. The indicative timeline of activities for this recruitment below is subject to change should unforeseen circumstance/s arise that may be beyond the control of the HRMPSB:

Activity	Date	Venue	Participants
Acceptance of Applications	July 7, 2023 to July 21, 2023	Records Unit	Records Officer
Evaluation of Documents	July 21, 2023 to July 31, 2023	Division Office	HRMPSB
Posting of Initial Evaluation Result	August 1, 2023	Division Office, E-mail	HRMO
Conduct of Skills Test/Work Sample test/BEI	August 3, 2023	Division Office	HRMPSB
Open Ranking/Document Validation	August 7, 2023	Division Office	HRMPSB
Posting of Comparative Assessment Result	August 8, 2023	Division Office, Division Website, FB Page	HRMO

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

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



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.