



Republic of the Philippines
Department of Education
 Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

OFFICE OF THE SCHOOLS
DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 294, s. 2022

AUG 04 2022

SUBMISSION OF APPLICATION FOR VACANT NON-TEACHING 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 of Kabankalan City, through this Office, announces the start of the acceptance of applications and pertinent documents of all interested qualified applicants for the following positions listed below:

- 1.1 Public Schools District Supervisor
- 1.2 Medical Officer III
- 1.3 Education Program Specialist II (Social Mobilization and Networking)
- 1.4 Education Program Specialist II (School Management Monitoring & Evaluation)
- 1.5 Education Program Specialist II (Human Resource and Development)
- 1.6 Administrative Officer II (Senior High School)

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. All qualified applicants shall submit to the Records Unit of SDO Kabankalan City the following required documents arranged accordingly with ear tabs, proper pagination, fastened, and placed in a long green carton folder not later than 5 p.m. of August 19, 2022:

- 3.1 Application letter addressed to the Schools Division Superintendent
- 3.2 Notarized CSC Form 212 (Personal Data Sheet) in two copies with the latest passport size ID picture
- 3.3 Certified photocopy of PRC professional identification card
- 3.4 Certified copy of official ratings obtained from PRC professional board exams or Certificate of Eligibility for Civil Service Examination passers
- 3.5 Certified copy of transcript of records
- 3.6 Copies of service records, contracts, performance rating, and school clearance for those with relevant experience
- 3.7 Certificates of seminars and specialized training, if any
- 3.8 NBI Clearance
- 3.9 Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant (Enclosure No. 1)

4. Upon submission of the hard copy of their application, applicants are required to accomplish the ONLINE REGISTRATION at <http://bit.ly/kab2022>.

5. No additional documents will be accepted after the deadline, EXCEPT for those required by the Human Resource Management Personnel Selection Board to validate aspects in the criteria or claims for points with insufficient supporting documents.





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6. All application documents shall no longer be returned and will be at the disposal of the HRMPSB.
7. Applicants with special needs (e.g., PWD) should submit letter request to the Office of the ASDS for any assistance that they might need during the evaluation and ranking process.
8. For the guidance of all concerned, enclosed are the following qualification standards for the abovementioned positions:

Position	Education	Training	Experience	Eligibility
Public Schools District Supervisor	Master's Degree in Education or other relevant master's degree	Five years cumulative experience in instructional supervision and school management	Sixteen hours of relevant training	Republic Act No. 1080 (Teacher)
Medical Officer	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	RA 1080 (Physician's Licensure Exam)
Education Program Specialist II (SMME)	Bachelor's degree in Education or its equivalent	4 hours of relevant training	Two years experience in education research, development, implementation, or other relevant experience	RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position
Education Program Specialist II (Soc. Mob.)				
Education Program Specialist II (HRD)				
Administrative Officer II (Senior High School)	Bachelor's degree relevant to the job	None Required	None Required	CS Professional Second Level Eligibility

9. Below is the schedule of activities relative to the implementation of this Memorandum:

Activity	Time/Date	Venue
Submission of Applications	August 4, 2022 to August 19, 2022	Records Unit
Orientation of Applicants	August 22, 2022	Microsoft Teams
Evaluation of Documents	August 30-31, 2022	Face to Face/Division Conference Hall
Interview of Applicants	September 1, 2022	
Skills Test	September 5, 2022	
Release of the Registry of Qualified Applicants	September 9, 2022	Division Website/Bulletin Board





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10. All expenses relative to the conduct of the evaluation and ranking process are chargeable against the Division MOOE subject to the usual accounting and auditing rules and regulations.
11. Immediate dissemination of and compliance with this Memorandum are desired.

NICASIO S. FRIO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

References:

DEPED ORDER NO. 26, s. 2016
DEPED ORDER NO. 66, s. 2007





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OMNIBUS SWORN STATEMENT
REPUBLIC OF THE PHILIPPINES)
_____) S.S.

I, _____, of legal age, single / married, and resident of Barangay _____, (Municipality/City) _____, (Province) _____, after having been duly sworn in accordance with law, do hereby depose and say:

1. I am the owner of the following documents submitted to the School Screening Committee:
 - 1.1 Notarized CSC Form 212 (Personal Data Sheet) in two copies with the latest passport size ID picture
 - 1.2 Certified photocopy of PRC professional identification card
 - 1.3 Certified copy of official ratings obtained from professional board exams (PRC)
 - 1.4 Certified copy of transcript of records
 - 1.5 Copies of service records, contracts, performance rating, and school clearance for those with relevant experience.
 - 1.6 Certificates of seminars and specialized training, if any
 - 1.7 NBI Clearance
2. Each of the documents submitted is in satisfaction and compliance with the requirements for recruitment set by the Department of Education;
3. Each document is an authentic copy of the original, complete, and all data / information therein are true and correct to the best of my knowledge and belief;
4. I assume responsibility and accountability on the validity and authenticity of the documents submitted; and
5. I am authorizing the Division Screening Committee to verify / validate the documents submitted.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2022 in _____, Philippines.

Signature of Applicant

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 2022, affiant exhibiting to me his / her Community Tax Certificate No. _____ issued on _____ in _____, Philippines.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____





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SAMPLE FORMAT FOR THE LABELING OF FOLDERS

APPLICATION DOCUMENTS OF
JUAN DE LA CRUZ FOR
PUBLIC SCHOOLS DISTRICT
SUPERVISOR
(SDO Kabankalan Division Memo No. _____, s. 2022)

APPLICATION DOCUMENTS OF
JUAN DE LA CRUZ FOR
MEDICAL OFFICER III
(SDO Kabankalan Division Memo No. _____, s. 2022)

APPLICATION DOCUMENTS OF
JUAN DE LA CRUZ FOR
EPS II (SMME)
(Division Memo No. _____, s. 2022)

APPLICATION DOCUMENTS OF
JUAN DE LA CRUZ FOR
EPS II (HRD)
(Division Memo No. _____, s. 2022)

