



Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS
 SCHOOLS DIVISION OF DUMAGUETE CITY

DEPED DUMAGUETE DIVISION
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Office of the Schools Division Superintendent

Enclosure: Annex A

DIVISION MEMORANDUM

OCT 03 2022

No. 323 s. 2022

ACCEPTANCE OF APPLICATIONS FOR RELATED TEACHING POSITIONS

To: Asst. Schools Division Superintendent
 Chiefs, CID/SGOD
 School Heads, Public /Secondary School
 All Others Concerned

1. In the adherence to the Equal Opportunity Principle (EOP), the Division of Dumaguete City announces the acceptance of applications for various related teaching positions of all qualified applicants regardless of sex, sexual orientation, gender identity, age, civil, status, religion, ethnic background disability, political affiliation and will be evaluated based on merit, fitness, and competency.

POSITIONS FOR RANKING	SALARY GRADE	MONTHLY SALARY
School Principal II	20	55,799
School Principal I	19	49,835
Education Program Specialist II	16	38,150
Head Teacher I	14	32,321

2. All interested qualified applicants of any of the above mentioned positions shall submit their applications in single PDF file with the following documentary requirements through **Chada Assist on or before October 19, 2022**. The documents submitted beyond the deadline will not be accepted and evaluated.

DOCUMENTARY REQUIREMENTS

- Letter of Intent addressed to the Schools Division Superintendent
- CSC Form 212, Revised 2017 (Personal Data Sheet) with the latest passport size ID Picture)
- Photocopy of one (1) government ID
- Certificate of Trainings/seminars/participations
- Employment Certificate/s
- National Bureau of Investigation (NBI) Clearance (*may follow and be submitted during the processing of documents for CSC appointment*)
- Transcript of Records
- Authenticated PRC License/Certification/Career Service Eligibility
- Performance Rating for the last three (3) rating periods (for external applicants, performance evaluation from the previous employer, if applicable)
- Certificates of outstanding employee awards, innovations, research, and development conducted, publication/authorship and certificate of consultancy/speakership in trainings/seminars/workshops/symposia, if any
- Omnibus Certification of Authenticity and veracity of documents

4. In view of this, the following schedules shall be observed:

SCHEDULE OF ACTIVITIES	
October 4 - October 19, 2022	Submission by applicants of Application letter with supporting documents



Address: Taclobo, Dumaguete City, Negros Oriental
 Telephone Nos.: (035) 421-2262/(035) 225-0603/(035) 523-6689
 Email Address: dumaguete.city@deped.gov.ph



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October 20, 21 & 24, 2022	Initial Evaluation of documents based on the minimum qualification standards by the HRMO
October 25-28, 2022	Evaluation of Application Documents by the Human Resource Merit Promotion and Selection Board
October 31, 2022	Sending of Communication to Qualified/Not Qualified applicants through letter/call/email/text message
November 2-4 & 7-8, 2022	Conduct of Final Evaluation of applications and interview of applicants
November 9, 2022	Finalization of summary of ranking results
November 10, 2022	Submission of Tentative Rank list to SDS
November 11-26, 2022	15-day Posting Period of Tentative Rank List
November 28, 2022	Approval of the Rank List
November 29, 2022 onwards	Utilization of the Rank List to fill-up the vacant positions

5. Attention is invited to the enclosed CSC Qualification Standards and Evaluation Criteria for your reference (Annex A).

6. Please be guided by **DepEd Order No. 42, s.2007** - "*The Revised Guidelines on Selection, Promotion and Designation of School Heads*" and **DepEd Order No. 66, 2007** - "*Revised Guidelines on The Appointment And Promotion Of Other Teaching, Related Teaching And Non-Teaching Positions*".

7. All issues, concerns and clarifications regarding the Tentative Ranking Results shall be raised by the concerned applicants within the 15-day posting period of the Tentative Ranking Results and shall be in writing addressed to the HRMPSB sent through Chada Assist.

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


GREGORIO CYRUS R. ELEJORDE, Ed.D., CESO V
Schools Division Superintendent

GCRE/EAF/mcmv



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