



Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



August 14, 2024

DIVISION MEMORANDUM

No. 272, s. 2024

**RECRUITMENT AND SELECTION OF APPLICANTS FOR
 VACANT POSITIONS**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID & SGOD)
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 All Others Concerned
 This Division

1. This Office announces the recruitment and selection of applicants for the positions and the qualification standards stated below, to wit:

Position	Education	Training	Experience	Eligibility
Medical Officer III	Doctor of Medicine	None Required	None Required	RA 1080 (Physician)

2. Qualified applicants shall be assessed based on the criteria set forth in the DepEd Order No. 7, s. 2023 re: "Guidelines on Recruitment, Selection and Appointment in the Department of Education" to wit;

CRITERIA	Breakdown of Points
Education	5
Training	10
Experience	15
Performance	20
Outstanding Accomplishments	10
Application of Education	10
Application of Learning and Development	10
Potential (Written Exam, BEI)	20
Total	100



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 Telephone: (088) 530 - 5988



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3. This Office strictly adopts the Equal Opportunity Principle (EOP). Thus, any interested qualified applicants regardless of age, civil status, disability, religion, ethnicity, and political affiliation shall submit their pertinent papers addressed to **Erlinda G. Dael, PhD, CESE**, Assistant Schools Division Superintendent, Chairman of the Human Resource Merit Promotion and Selection Board.

4. **Two sets of Letter of Intent supported by the documents** stated below shall be submitted on or before **August 23, 2024**, at 5:00 o'clock in the afternoon. Late folder shall not be accepted.

5. Documents shall be arranged in the following order, to wit:

(per DepEd Order No. 7, s. 2023)

- a. Checklist of Requirements and Omnibus Sworn Statement
- b. Letter of intent addressed to the HRMPSB Chairperson;
- c. Duly accomplished Personal Data Sheet (PDS) CSC Form 212 (Revised 2017) with 2x2 ID picture;
- d. Certified photocopy of valid and updated PRC License/ID Card ;
- e. Certified photocopy of Certificate of Eligibility /Report of Rating;
- f. Certified photocopy of Certificate of General Weighted Average (GWA) in the highest academic/grade level earned (*for positions with no experience requirement only*);
- g. Certified photocopy of Transcript of Records with Special Order and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- h. Certified photocopy of Certificates of relevant Trainings attended;
- i. Certified photocopy of Certificate of Employment (COE) or duly signed Updated Service Record;
- j. Certified photocopy of latest approved appointment, if applicable;
- k. Certified photocopy of Performance Rating for the last rating period covering one (1) year performance in the current/latest position prior to the deadline of submission;
- l. Means of verification (MOV) showing Outstanding Accomplishments, Application of Education and Application of Learning and Development, if available; and
- m. Other documents relevant to the applied positions.

6. The documents shall be arranged accordingly to what are enumerated in the previous paragraph which includes a table of contents.

- Each sheet must bear a page number.
- Fastened at the top portion inside the folder while the tabbing according to the table of contents (a-i) and (a-l.) shall be at the bottom of the documents.
- The original copies of the documents shall be brought during the interview / deliberation.

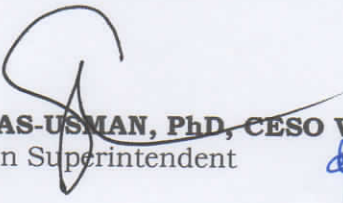


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- Only the qualified applicants who can attend the interview / deliberation shall be included in the rank list.
7. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. **Any false and fraudulent document submitted shall be ground for disqualification.** No additional documents will be accepted beyond the deadline.
8. Enclosed are the following:
- a. Enclosure No. 1 – Schedule of activities related to Ranking
 - b. Enclosure No. 2 – Annex C (Checklist of Requirements and Omnibus Sworn Statement)
 - c. Enclosure No. 3 – Job Description of Vacant Position
9. For queries or concerns about the vacant positions, please fill out the form at the link below and all responses will be emailed to your registered email address:
<https://bit.ly/tangubapplicant>
10. Immediate dissemination and compliance with this Memorandum are desired.


SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent

SAAU/LMCEB/08-014-2024
To be indicated in the Perpetual Index
Under the following subjects:
APPOINTMENT
PROMOTION



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HUMAN RESOURCE
PERSONNEL SELECTION BOARD
RANKING

Enclosure No.1 to Division Memorandum No. 273 s. 2024

**SCHEDULE OF ACTIVITIES RELATED TO RECRUITMENT, EVALUATION,
AND SELECTION**

- | | |
|--------------------|--|
| August 23, 2024 | - Deadline of Submission of Letter of Intent with Supporting Documents |
| August 26-27, 2024 | - Initial Evaluation of Documents |
| August 28, 2024 | - Posting of Initial Evaluation Report (IER) |
| August 28-30, 2024 | - Applicants are given 3 days to clarify their data in the IER |
| September 2, 2024 | - Release of Annex E (Qualification Notice) and/or Annex F (Disqualification Notice) to the applicants |
| September 5, 2024 | - Face-to-face Interview and Evaluation of Documents at Division Conference Hall @ 8:00 AM to 11:30 AM |



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VACANCY ANNOUNCEMENT

DIVISION	Division of Tangub City		
SECTION/UNIT	School Governance Office Division		
POSITION PROFILE			
POSITION: Medical Officer III	SALARY GRADE:	21	
	MONTHLY SALARY:	P 63,997.00	
	ACA/PERA:	P 2,000.00	
ITEM NO.: OSEC-DECSB-MDOF3-660005-2017	OTHER INCENTIVES/BONUSES:		
	<ul style="list-style-type: none"> • Monthly Economic Relief Allowance • Mid-year Bonus • Productivity Enhancement Incentives • Clothing Allowance • Cash Gift • Year-end Bonus 		
JOB SUMMARY			
Promotes, protects, and maintains 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.			
MINIMUM QUALIFICATION			
EDUCATION	Doctor of Medicine		
EXPERIENCE	None required		
TRAINING	None Required		
ELIGIBILITY	RA 1080 (Physician)		
DUTIES AND RESPONSIBILITIES			
<ol style="list-style-type: none"> 1. Plans and formulates policy strategies and guidelines on the Health and Nutrition Programs of the Schools Division Office; 2. Monitor and evaluate the implemented School Health and Nutrition Programs of the Schools Division Office for the direct benefit of the learners; 3. Prepares and submits periodic reports of accomplishments; 4. Monitor, Evaluate and Report the Nutritional Status of learners in the Schools Division Office; 5. Ensure Compliance and Implementation of Nutrition Programs to Nutritional Standards in Food preparation; 6. Develop, Design, Implement, Evaluate, Monitor and Report Sustainable Feeding Programs for the identified Severely Wasted and Wasted Learners of the Schools Division Office; 			



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7. Establishes, Maintains and Sustains Partnerships and Agreements with other agencies and stakeholders based on DepEd Established Standards for Health and Nutrition Programs;
8. Does related work.

DOCUMENTARY REQUIREMENTS

- a. Checklist of Requirements and Omnibus Sworn Statement
- b. Letter of intent addressed to the HRMPSB Chairperson;
- c. Duly accomplished Personal Data Sheet (PDS) CSC Form 212 (Revised 2017) with 2x2 ID picture;
- d. Certified photocopy of valid and updated PRC License/ID Card ;
- e. Certified photocopy of Certificate of Eligibility /Report of Rating;
- f. Certified photocopy of Certificate of General Weighted Average (GWA) in the highest academic/grade level earned;
- g. Certified photocopy of Transcript of Records with Special Order and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- h. Certified photocopy of Certificates of relevant Trainings attended;
- i. Certified photocopy of Certificate of Employment (COE) or duly signed Updated Service Record;
- j. Certified photocopy of latest approved appointment, if applicable;
- k. Certified photocopy of Performance Rating for the last rating period covering one (1) year performance in the current/latest position prior to the deadline of submission;
- l. Means of verification (MOV) showing Outstanding Accomplishments, Application of Education and Application of Learning and Development, if available; and
- m. Other documents relevant to the applied positions.

Any interested qualified applicants shall submit **two (2) sets of Letter of Intent supported by the documents** stated above on or before **August 23, 2024**.