



98419

Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

March 6, 2023

DIVISION MEMORANDUM

OSDS-2023-052

**PUBLICATION OF VACANT POSITIONS IN DEPED RO XI- ATTORNEY IV (ORD),
EDUCATION PROGRAM SUPERVISOR (CLMD), ADMINISTRATIVE ASSISTANT I
(PPRD) AND ADMINISTRATIVE AIDE VI (ASD-PS)**

To : Assistant Schools Division Superintendent Elementary and
Secondary School Heads Teaching, Non-teaching and Teaching-
related Personnel
All other concerned

Attached herewith is the Regional Memorandum No. 033 s. 2023 re: publication of vacant positions in DepEd Regional Office XI-Attorney IV (Office of the Regional Director), Education Program Supervisor (Curriculum and Learning Management Division), Administrative Assistant I (Policy Planning and Research Division) and Administrative Aide VI (Administrative Services Division - Personnel Section).

All interested and qualified applicants, including persons with disabilities (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity, and expression (SOGIE), are strongly encouraged to apply.

Interested and qualified applicants should indicate their interest in writing, along with the pertinent documents scanned in PDF format and submit them by the specified time with their email address attached. Only those who submitted online will be accommodated.

For immediate dissemination

CRISTY C. EPE
Schools Division Superintendent

Enclosed: As stated.

Reference: RM No. 026, s. 2023
To be indicated in the Perpetual Index
under the following subjects:

HR/SAI

JepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
23-98419
DATE: MAR 16 2023 TIME: 12:27 PM
BY:



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education
 DAVAO REGION

DepEd Schools Division of Digos City

RECORDS SECTION



RECEIVED 98419

DATE: 27 FEB 2023 TIME: 11:28

BY:

Office of the Regional Director

REGIONAL MEMORANDUM

ASD-2023-033

To : Assistant Regional Director
 Schools Division Superintendents/OIC-SDS
 Regional Chiefs/Heads of Divisions/Sections/Units

Subject: PUBLICATION OF VACANT POSITIONS – ATTORNEY IV (ORD), EDUCATION PROGRAM SUPERVISOR (CLMD), ADMINISTRATIVE ASSISTANT I (PPRD) AND ADMINISTRATIVE AIDE VI (ASD-PS)

Date : February 22, 2023

Herewith is the publication of vacant positions in DepEd Regional Office XI – Attorney IV (Office of the Regional Director), Education Program Supervisor (Curriculum and Learning Management Division), Administrative Assistant I (Policy Planning and Research Division) and Administrative Aide VI (Administrative Services Division – Personnel Section).

The DepEd Regional Office XI highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply.

Interested and qualified applicants should signify their interest in writing, together with the pertinent documents scanned in PDF format and submit to the specified time and email address attached. Only those who submitted online shall be accommodated.

For immediate dissemination.

ALLAN G. FARNAZO

Director IV

By the Authority of the Regional Director

MARIA INES C. ASUNCION

Director III

Office of the Assistant Regional Director

Enclosed: As stated.

ROA3/PS/ljtj

DEPARTMENT OF EDUCATION RO XI
 RECORDS SECTION
RELEASED

Date: Feb. 27, 2023 Time: 16008



Address: F. Torres St., Davao City (8000)
 Telephone Nos.: (082) 291-1665; (082) 221-6147

ISO 9001:2015 - Certified



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

Enclosure No. 1

Schedule of Recruitment and Selection Process
*(Attorney IV, Education Program Supervisor, Administrative Assistant I
and Administrative Aide VI)*

Activities	Schedule	In-Charge	Venue
1. Publication of vacant position	February 15, 2023	HRMO III	CSC Job Portal, RO Bulletin Boards and online modality
2. Submission of application documents	February 15- March 02, 2023	Personnel Section	personnel.region11@deped.gov.ph
3. Preliminary Screening by the HRMPSB	February 28, 2023	DepEd RO XI HRMPSB	via Microsoft Teams
4. Orientation of Pre-Qualified Applicants	March 10, 2023	HRMO III, Admin Aide VI	via Microsoft Teams
5. Conduct Background Investigation & Competency Assessment	February 28, 2023 to March 14, 2023	Personnel Section	
6. HRMPSB Deliberation/ Online Interview	March 14, 2023	HRMPSB	via Microsoft Teams
7. Online Examination	March 14, 2023	HRMPSB	via Microsoft Teams
8. HRMPSB final deliberation and preparation of Comparative Assessment Results (CAR)	March 21, 2023	HRMPSB Secretariat	
9. Conduct of Psychological Testing for the Top 5 Applicants	March 23, 2023	Outsourced Testing Center	
10. Submission of CAR to the Appointing Authority (Regional Director)	March 27, 2023	HRMPSB	Office of the Regional Director
11. Issuance of Appointments	March 31, 2023	HRMO III	Personnel Section
12. Posting of Issued Appointments	April 03, 2023	HRMO III	RO Bulletin and online modality



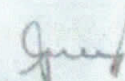
Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

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Republic of the Philippines
Department of Education RO XI
Request for Publication of Vacant Position/s

CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Department of Education RO XI in the CSC website:



LEONIDES JIMMY T. JESURO, III

AO VI/ HRMO III

Date: February 15, 2023

Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Attorney IV	OSEC-DECSB-ATY4- 750001-2014	23	Php80,003.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (Bar)		ORD-LU
Education Program Supervisor	OSEC-DECSB- EPSVR-75005-2010	22	Php71,551.00	Masters degree in Education or other relevant Masters degree with specific area of specialization	8 hours of relevant training	2 years experience as Principal or Head Teacher or Master Teacher	RA 1080 (Teacher)		CLMD
Administrative Assistant I	OSEC-DECSB- ADASI-750061-2014	7	Php16,620.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Sub- Professional) First Level Eligibility		PPRD
Administrative Aide VI	OSEC-DECSB-ADA6- 750025-2004	6	Php17,563.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- Professional) First Level Eligibility		ASD

The Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply.

Interested and qualified applicants should signify their interest in writing. Submit the PDF scanned application documents to personnel.region11@deped.gov.ph not later than March 02, 2023.

Letter of Intent addressed to Allan G. Farnazo, Director IV, DepEd Regional Office XI,

Duly accomplished and notarized Personal Data Sheet (PDS) with Work Experience Sheet if applicable; and with recent passport-sized picture (CS Form No. 212, Revised 2017);

Photocopy of latest Performance Rating covering one (1) year performance, if applicable;

Photocopy of Certificate of Eligibility/ Rating/ License/ ID, if applicable;

Photocopy of scholastic / academic record, such as but not limited to Transcript of Records (TOR) and Diploma;

Photocopy of Service Record or Certificate of Employment, if applicable;

Photocopy of Certificates of Training, if applicable;

Certificates of awards, speakership, innovation, research and development project, publication and authorship, consultancy;

Omnibus Sworn Statement; and

Checklist of Requirements.

QUALIFIED APPLICANTS are advised to send through email their scanned application documents to:

ALLAN G. FARNAZO

Director IV

personnel.region11@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

Enclosure No. 2

Request for Publication of Vacant Position/s to CSC RO XI



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

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