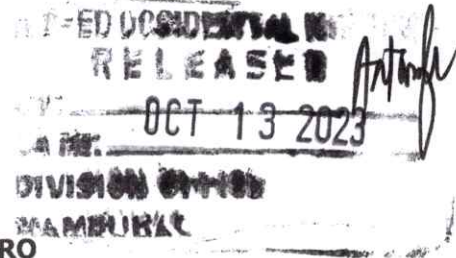




Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
**SCHOOLS DIVISION OF OCCIDENTAL MINDORO**



Office of the Schools Division  
Superintendent

October 13, 2023

**DIVISION MEMORANDUM**  
No. 000347 s. 2023

**SUBMISSION OF PERTINENT DOCUMENTS FOR VACANT ITEMS  
IN THE SCHOOLS DIVISION OF OCCIDENTAL MINDORO**

TO: Officer-In-Charge, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Division Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads/TICs  
All Others Concerned

1. With the intent to fill in the vacant position in the Schools Division of Occidental Mindoro, this Office announces the **invitation for submission of pertinent documents for interested applicants**, on or before **October 25, 2023, 5:00 pm** at the Schools Division Office, Mamburao, Occidental Mindoro.
2. Further, the letter of the interested applicants shall be addressed to the Head of the agency in the following format:

**Dr. LOIDA P. ADORNADO, CESO VI**  
OIC, Office of the Schools Division Superintendent  
Schools Division of Occidental Mindoro  
Mamburao, Occidental Mindoro

3. **Deped Order No. 7 s. 2023** titled *The Guidelines on Recruitment, Selection and Appointment in the Department of Education* will be the basis in evaluation and assessment of each document. Interested applicants should attach the following documents with their application:
  - a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
  - b. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with work experience sheet, if applicable;
  - c. Photocopy of valid and updated PRC License/ID, if applicable;





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- d. Photocopy of Certificate of Eligibility/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 Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position 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 pursuant to RA No. 10173 (Data Privacy Act of 2012), notarized by authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
  - i. 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; and
  - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item 20 (i) is not relevant to the position to be filled, if applicable.

4. **Incomplete documents shall not be entertained.** All items declared to have been submitted in the Omnibus Sworn Statement must be present.
5. All vacant positions shall be open to all qualified applicants regardless of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income, class, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit and fitness for the job and equal employment opportunity.
6. The following is the table of Qualification Standards approved by the Civil Service Commission for the vacant positions:

POSITION	NO OF ITEM/S	SALARY GRADE	QUALIFICATION STANDARD
Education Program Supervisor (SGOD)	1	22	<b>Education:</b> Master's degree in Education or other relevant



Brgy. Payompon, Mamburao, Occidental Mindoro  
 ☎ 0906-550-1840/0929-630-1538  
 ✉ [occidental.mindoro@deped.gov.ph](mailto:occidental.mindoro@deped.gov.ph)  
 📌 DepEd Occidental Mindoro

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			<p>Master's degree with specific area of specialization  <b>Experience:</b> 2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher  <b>Training:</b> 8 hours of relevant training  <b>Eligibility:</b> RA 1080 (Teacher)</p> <p><i>Preference: Must be well versed in School Sports, Research, gender and Development, School-based Management and Field Technical Assistance</i></p>
Head Teacher IV (English) Magsaysay National High School	1	17	<p><b>Education:</b> Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units with appropriate field of specialization  <b>Experience:</b> Head Teacher for 3 years or 2 years as Master Teacher  <b>Training:</b> 24 hours of relevant training  <b>Eligibility:</b> RA 1080 (Teacher)</p>
Head Teacher III (Science and Technology) Occidental Mindoro National High School	1	14	<p><b>Education:</b> Bachelor's degree in Secondary Education or Bachelor's degree with 18 professional education units with appropriate field of specialization  <b>Experience:</b> Head Teacher for 2 years or Teacher for 5 years  <b>Training:</b> 24 hours of relevant training  <b>Eligibility:</b> RA 1080 (Teacher)</p>
Administrative Officer II	65	11	<p><b>Education:</b> Bachelor's degree  <b>Experience:</b> none required  <b>Training:</b> none required  <b>Eligibility:</b> Career Service (Professional) Second Level Eligibility</p>
Project Development Officer I	9	11	<p><b>Education:</b> Bachelor's degree relevant to the job  <b>Experience:</b> None required  <b>Training:</b> None required</p>



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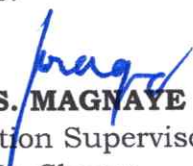
**Office of the Schools Division  
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			<b>Eligibility:</b> Career Service (Professional) Second Level Eligibility
Accountant I (Sablayan National Comprehensive High School and Pedro T. Mendiola Sr Memorial National High School)	2	11	<b>Education:</b> Bachelor's degree in Commerce/Business Administration major in Accounting <b>Experience:</b> none required <b>Training:</b> none required <b>Eligibility:</b> RA 1080 (Accountancy)
Administrative Assistant II (Senior High School) Ambulong Island Integrated School	1	8	<b>Education:</b> Completion of two years studies in college <b>Experience:</b> 1 year of relevant experience <b>Training:</b> 4 hours of relevant training <b>Eligibility:</b> Career Service (Subprofessional) First Level Eligibility
Administrative Aide IV (Clerk II) Lubang Vocational High School	1	4	<b>Education:</b> Completion of two years studies in college <b>Experience:</b> None required <b>Training:</b> None required <b>Eligibility:</b> Career Service (Subprofessional) First Level Eligibility

7. Widest dissemination of and compliance to this Memorandum is desired.

**LOIDA P. ADORNADO, PhD, CESO VI**  
 Assistant Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

By Authority of the OIC-SDS:

  
**RODEL S. MAGNAYE**  
 Chief Education Supervisor  
 Officer-In-Charge  
 Office of the Assistant Schools Division Superintendent

