



Republic of the Philippines
Department of Education
 CARAGA REGION
 SCHOOLS DIVISION OF BISLIG CITY

DEPARTMENT OF EDUCATION
 DIVISION OF BISLIG CITY
RELEASED
 Records Section
 Date: 10/3/23
 October 3, 2023
 OLIVER T. C. ARCANO
 (Signature Over Printed Name)

DIVISION MEMORANDUM
 No. 539, s. 2023

**ACCEPTANCE OF FOLDERS AND SCHEDULE OF INTERVIEW FOR
 PLANNING OFFICER III, ADMINISTRATIVE OFFICER II, PROJECT
 DEVELOPMENT OFFICER I AND ADMINISTRATIVE ASSISTANT III (SENIOR
 BOOKKEEPER)**

To: Assistant Schools Division Superintendent
 Curriculum Implementation Division
 School Governance Operations Division
 Human Resource Merit Promotion and Selection Board (HRMPSB) Members
 Qualified Applicants
 All Other Concerned

1. This office announces the acceptance of folders for the following vacant positions of DepEd Bislig City Division and to further guide probable applicants, the following are the minimum qualification standards of the position:

Position Title	Plantilla Item No. / Number of Vacancies	Salary Grade/ Amount	Minimum and Preferred Qualification Standards			
			Education	Training	Experience	Eligibility
Planning Officer III	OSEC-DECSB-PLO3-1020020-2014 (1)	SG 18 (Php46,725)	Bachelor 's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility
Administrative Officer II (Administrative Officer I)	OSEC-DECSB-ADOF2-1020120-2023; OSEC-DECSB-ADOF2-1020121-2023 (2)	SG 11 (Php27,000)	Bachelor 's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility
Project Development Officer I	OSEC-DECSB-PDO1-1020083-2023; 1020084-2023; 1020085-2023; 1020086-2023; 1020087-2023; 1020088-2023 (6)	SG 11 (Php27,000)	Bachelor 's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility)
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB-ADAS3-1020035-2018 (1)	SG 09 (Php21,211)	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility

2. Please submit the following requirements strictly in the following order and properly tabbed on or before October 13, 2023 at 12:00 Noon.
 - i. Application Letter
 - ii. Personal Data Sheet (PDS) with work experience sheets



Address: Herculiano Basañez Blvd, Villa Josefa Subdivision, Government Complex, Poblacion, Bislig City
Telephone No.: (086) 853-7403
E-mail Address: bislig.city@deped.gov.ph
Website: deped.bislig.site



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- iii. Photocopy of Authenticated Certificate of Eligibility Rating and License
 - iv. Photocopy of Authenticated Transcript of Record (TOR) and Certification, Authentication and Verification (CAV)
 - v. Photocopy of General Weighted Average (GWA)
 - vi. Performance Rating (latest)
 - vii. Service Record
 - viii. Certificate of Trainings attended relevant to the position applied
(Acquired after the last promotion but within the last five (5) years)
 - ix. Outstanding/ Meritorious Accomplishments
 - a. Awards and Recognition
 - b. Research and Innovation
 - c. Subject Matter Expert/ Membership in National Technical Working Groups (TWGs) or Committees
 - d. Resource Speakership/ Learning Facilitation
 - e. NEAP Accredited Learning Facilitator
 - x. Application of Education (*with experience requirements- Senior Bookkeeper*)
 - a. Action Plan approved by the Head of Office
 - b. Accomplishment Report verified by the Head of Office
 - c. Certification of the utilization/adoption signed by the Head of Office
 - xi. Application of Learning and Development (L&D)
 - a. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;
 - b. Action Plan/ Re-entry Action Plan (REAP)/ Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office;
 - c. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level;
 - d. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local/higher level;
3. Activities relevant to the Selection and Recruitment Process are attached in Enclosure No. 1 for reference.
 4. Pursuant to DepEd Order No. 007, s. 2023 Guidelines on Recruitment, Selection, and Appointment in the Department of Education will serve as basis for documents evaluation and deliberation.
 5. Any query/ clarification regarding the hiring procedures shall be lodged with the HRMPSB through landline number (086) 853-7403 local 1223 & 2133 and updates through our official website depd.bislig.org.
 6. This Office promotes the Equal Employment Opportunity Principle (EEOP). Qualified candidates are welcome to apply regardless of disability, sexual orientation, gender, age, religion and ethnicity.
 7. Wide dissemination of this memorandum is greatly desired


GEMMA A. DE PAZ
OIC-Schools Division Superintendent





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Enclosure/s: as stated
Reference/s: DepEd Order No. 007, s. 2023
To be included in the Perpetual Index
Under the following subject: RECRUITMENT, SELECTION AND HIRING
LGM-C//September 2023 Vacant Position

Enclosure No. 1 to Division Memorandum No. _____, s. _____

Activity	Date	Venue
Acceptance of complete documents, stamped & acknowledged as received	October 3 up to October 13, 2023 at 12:00NN	Personnel Section
Preparation and submission of Initial Evaluation Report (IER) of applicants	October 16-18, 2023	Personnel Section
Notifying the qualified and disqualified applicants based on the Initial Evaluation Report (IER)	October 19, 2023	Personnel Section
Online Orientation of Qualified Applicants with HRMPSB Members	TBD	Personnel Section
Behavioral Event Interview (BEI) of Qualified Applicants and conduct of written examination and assessment of Potentials	TBD	Division Conference Room (BEI) & Personnel Section (Examination)
HRMPSB Deliberation	TBD	Division Conference Room
Submission of Comparative Assessment Report (CAR)	TBD	Schools Division Superintendent Office



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