



February 11, 2020

REGIONAL MEMORANDUM

No. 098, s. 2020

ACCEPTANCE OF APPLICATION FOR VACANT POSITIONS

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Division Chiefs
All Personnel and Staff
This Region



1. This Office announces the acceptance of application for the following vacant positions with their corresponding minimum qualifications:

Position Title	SG	Level	Educational Qualification	Experience	Training	Eligibility
(1) MEDICAL OFFICER IV	23	2	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080
(1) COMPUTER MAINTENANCE TECHNOLOGIST I	11	2	Bachelor's Degree relevant to the job	none required	none required	Career Service (Professional) Second Level Eligibility

2. Interested and qualified applicants should signify interest in writing. Attach the following documents to the application letter addressed to **FRANCIS CESAR B. BRINGAS, CESO V**, Officer-In-Charge, Office of the Regional Director, Department of Education, Caraga Regional Office, J. Rosales Avenue, Butuan City or caraga.personnel@deped.gov.ph not later than **March 2, 2020**. The assessment process will start on **March 3, 2020**. Application submitted beyond the deadline and with incomplete documents will not be entertained.

1. Duly accomplished Personal Data Sheet with recent passport-sized picture (CS Form 2012 Revised 2017) which can be downloaded at www.csc.gov.ph
2. Photocopy of Certificate of Eligibility/License/ID;
3. Photocopy of Transcript of Records, with CAV / Scholastic/Academic Record;
4. Service Record / Certificate of Employment (if employed);
5. Photocopy of Certificates of Trainings Attended, if applicable;
6. Photocopy of the Latest Performance Ratings in the last three (3) rating periods preceding this publication.
7. Photocopy of Certificates of Recognition, Commendation, if any
8. Omnibus Sworn Statement

3. The timeline for the selection process is indicated below. Applicants are requested to be present during the evaluation, examination and interview and are advised to bring the original copies of their documents for validation.



DCC No.: DepEdRO13-F-REC-013/R2/9-4-2019



ISO 9001:2015 CERTIFIED
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Activities	Venue	Schedule
Filing of application with complete documents	Records/ Receiving Unit	February 11 – March 2, 2020
Pre-evaluation of the applicant's qualifications viz-a-viz Qualification Standards	HRMO	February 11 – March 2, 2020 (or upon receipt of application)
Submission of QS Evaluation to the HRMPSB for deliberation	ARD'S Office	March 3, 2020
Examination, Interview and Evaluation of documents:	RNEAP – RELC 2	March 5-6, 2020
HRMPSB Final Deliberation and preparation of Comparative Assessment Results (CAR)	ARD'S Office	March 9, 2020
Submission to the Office of the RD	RD's Office	March 10, 2020
Posting of Results	RO Bulletin and other conspicuous places	March 11, 2020
Conduct of Background Investigation, if necessary and as requested by the RD		March 12-13, 2020

4. Previous applicants must submit a letter of intent signifying their interest to re-apply. Applicants without letters of intent will not be included in the selection process.
5. DepEd Caraga strictly adheres to its equal employment opportunity policy and encourage qualified applicants regardless of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiations, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal employment opportunity.
6. Immediate and wide dissemination of the contents of this memorandum is desired.


FRANCIS CESAR B. BRINGAS, CESO V
Director III
OIC, Office of the Regional Director

PS/srp
02/11/2020



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