



Republic of the Philippines
Department of Education
 CARAGA REGION



July 17, 2020

REGIONAL MEMORANDUM
 No. 301, s. 2020

ACCEPTANCE OF APPLICATION FOR VACANT POSITIONS
 IN THE REGIONAL OFFICE

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) ADMINISTRATIVE OFFICER V (Information Officer III)	18	2	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	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 **August 7, 2020**. The assessment process will start on **August 10, 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 of Authenticity and Veracity of Documents



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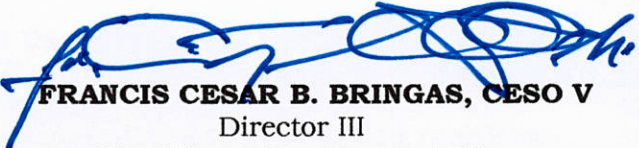
3. The timeline for the selection process is indicated below. Applicants will be advised through a text message on how the conduct of the examination and interview will be undertaken.

Activities	Venue	Schedule
Filing of application with complete documents	Records/ Receiving Unit	June 17 – August 7, 2020
Pre-evaluation of the applicant's qualifications viz-a-viz Qualification Standards	HRMO	June 17 – August 7, 2020 (or upon receipt of application)
Submission of QS Evaluation to the HRMPSB for deliberation	ARD'S Office	August 12, 2020
Examination, Interview and Evaluation of documents:	RNEAP/ Online Modality	August 18, 2020
HRMPSB Final Deliberation and preparation of Comparative Assessment Results (CAR)	ARD'S Office	August 19, 2020
Submission to the Office of the RD	RD's Office	August 24, 2020
Posting of Results	RO Bulletin/ Online Modality	August 25, 2020
Conduct of Background Investigation, if necessary and as requested by the RD		August 26-28, 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

Encls.: CSC Publication of Vacant Positions

Reference: NONE

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYMENT

RECRUITMENT

SELECTION

PER/srp
5/15/2020