



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

18 JAN 2023

DIVISION MEMORANDUM

No. 60 s. 2023

**RECRUITMENT AND SELECTION OF APPLICANTS FOR
MEDICAL OFFICER III**

To: Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. The field is hereby informed of the division-wide recruitment and selection of interested applicants for Medical Officer III. All qualified and interested applicants are requested to submit their pertinent documents on or before **February 28, 2023** at the office of the Personnel Services Unit through Records Unit. The **DepEd Order No. 66, s. 2007** – Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions; and the **Regional Memorandum No. 434 s. 2017** – Internal Guidelines for the Implementation of DepEd Order No. 66, s. 2007 shall be used by the Human Resource Merit Promotion and Selection Board (HRMPSB) in the recruitment and selection process.

All qualified and interested applicants may submit regardless of race, color, sex, religion, sexual orientation, gender identity, national origin, veteran, or disability status.

Position Title	Plantilla Item No.	Salary Grade	No. of Position	Place of Assignment (Plantilla)
Medical Officer III	OSEC-DECSB-MDOF3-270024-2017	SG 21	1	School Governance and Operations Division (SGOD)



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2. The qualification standards and competency requirements of the said position are as follows:

CSC Prescribed Qualifications				
Education	Trainings	Experience	Eligibility	Competency Requirement
Doctor of Medicine	None Required	None Required	RA 1080 (Physician)	Building relationship with stakeholders, Diversity management, Government and departmental policies and procedures, Health promotion and health education, People management, Project/program planning and management, and Technical consulting
Preferred Qualifications				
Education	Trainings	Experience	Eligibility	Competency Requirement
Doctor of Medicine (preferably with MA in Public Health, Public Administration, Management, Health Education, or relevant field)	4 hours of relevant training	At least 1 year of relevant experience in the practice of Medicine	Same as Above	Same as Above

3. Interested qualified applicants are advised to register at <https://tinyurl.com/depedtayabasonlineapplication> and submit **certified true copies** of the following documents **properly labelled, with ear tag** per criterion at the Records Section:

1. Letter of Intent addressed to the Schools Division Superintendent, NATIVIDAD P. BAYUBAY, CESO VI. *(Kindly indicate in your letter the Plantilla Item No. to which you intend to apply.)*
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-size picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at www.csc.gov.ph;
3. Photocopy of duly signed Performance Rating in the present position for the last 3 rating periods;
4. Photocopy of updated Service Record;
5. Photocopy of Certificate of Employment with brief description of duties and responsibilities for applicant from private company and those on a Job Order/Contract-of-Service status;



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6. Photocopy of authenticated CSC Certification of Eligibility/ Photocopy of updated PRC ID License (must be Certified True Copy by the PRC);
7. Photocopy of Authenticated Transcript of Records and Certification of Complete Academic Requirements (if applicable);
8. Certificate of Participation in a specialized training (e.g. Scholarship programs, short courses, study grants);
9. Certificate of Training/s attended for the last five (5) years or after the recent promotion which show/s that the applicant has obtained the following criterion:
 - a. participant in three (3) or more training activities in each level conducted for at least three (3) days and not credited during the last promotion (District level, Division level, Regional level), and/or;
 - b. participant in one (1) training conducted for at least three (3) days and not credited during the last promotion (National level, International level).
10. Latest approved appointment (if any);
11. Outstanding Accomplishment (if any);
 - a. Outstanding Employee Award
 - b. Innovation/s (Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official;
 - c. Research and Development Projects
 - d. Certificate as Consultant/Resource Speaker Trainings/ Seminars/ Workshops/Symposia
 - e. Publication/ Authorship

Applicants are advised to submit the documents for their outstanding accomplishments in a sealed enveloped (**separate from their application**) which shall be opened during the scheduled evaluation of documents.

12. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.
4. **For fairness and equality among interested applicants**, submission of documents and/or additional credentials made after the due date will not be accepted, unless otherwise, this Office requests so for verification purposes of submitted documents and/or announces the extension of recruitment process.
5. **Only those applicants who meet the minimum Qualification Standard shall proceed for further assessment/evaluation as stipulated in the DepEd Order No. 29, s. 2002 entitled "Merit Selection Plan of the Department of Education."**
6. Below is the timeline for the recruitment and selection process.

Activities	Venue	Schedule
Deadline of Filing of application letter with complete supporting documents.	SDO Records Unit/Receiving Section	February 28, 2023



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Pre-evaluation of the applicant's qualification viz-a-viz Qualification Standards	HRM Office	March 01, 2023
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the SDS	March 03, 2023
Written and Oral Communication Test of applicants	SDO Conference Hall	March 07, 2023
Evaluation of documents and interview of applicants		
HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)		March 08, 2023
Submission of Comparative Assessment Results (CAR) to the Office of the SDS	SDO Conference Hall	March 10, 2023
Conduct of Background Investigation	Upon the request of the Appointing Authority	
Posting of Results	DepEd Tayabas Bulletin board, website and FB page	March 13, 2023

7. All applicants are requested to be present during the evaluation and interview. For further inquiries, please email us at hr@depedtayabas.com.

8. Wide and immediate dissemination of this memorandum is desired.


ANTONIO P. FAUSTINO JR.
Education Program Supervisor
Officer-In-Charge
Office of the Schools Division Superintendent

DUTIES AND RESPONSIBILITIES OF MEDICAL OFFICER III

KRA	Duties and Responsibilities
Health Program and Services	<ul style="list-style-type: none">Plans and formulates policies strategies and guidelines on Health and Nutrition Programs of the Schools Division OfficeMonitor and evaluate the implemented School Health and Nutrition Programs of the Schools Division Office for the direct benefit of the learnersPrepares and submits periodic reports of accomplishments
Nutrition Program Service	<ul style="list-style-type: none">Monitor, Evaluate and Report the Nutritional Status of learners in the Schools Division OfficeDevelop, Design, Implement, Evaluate, Monitor and Report Sustainable Feeding Programs for the identified Severely Wasted and Wasted Learners of the Schools Division OfficeEnsure Compliance and Implementation of Nutrition Programs to Nutritional Standards in Food preparation
Partnership	<ul style="list-style-type: none">Establishes, Maintains and Sustains Partnerships and Agreements with other agencies and stakeholders based on Dep ED Established Standards for Health and Nutrition Programs



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