



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BAYBAY CITY

December 18, 2024

DIVISION MEMORANDUM

No. 788 s, 2024

**INVITATION TO APPLY FOR THE POSITIONS OF MEDICAL OFFICER III
AND DENTIST II**

To: Human Resource Merit Promotion and Selection Board
School Administrators
All Others Concerned

1. The office is inviting qualified and competent candidates to apply for the positions of Medical Officer III and Dentist II at the Schools Division Office of Baybay City. This is a great opportunity for individuals who are passionate about improving the health of employees and learners.
2. The basic qualification standards for the aforementioned positions are as follows:

Position Title/ Description	Education	Experience	Training	Eligibility
Medical Officer III	Doctor of Medicine	None required	None required	RA 1080 (Physician)
Dentist II	Doctor of Dental Medicine or Dental Surgery	1 year of relevant experience	4 hours of relevant training	RA 1080 (Dentist)

3. Interested applicants regardless of their age, sexual orientation and gender identity expression, civil status, disability, religion, ethnicity, or political affiliation may submit the following documentary requirements to the Personnel Section of this division through the Records Unit on or before **January 7, 2025**, to be placed in a white long folder, arranged as listed below, to wit:
 - a. Letter of intent addressed to the Schools Division Superintendent;
 - b. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) and Work Experience Sheet;
 - c. Photocopy of valid and updated PRC License/ID;
 - d. Photocopy of Certificate of Eligibility/Report of Rating;
 - e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate degrees;

- f. Photocopy of Certificate/s of Training;
 - 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 the Performance Ratings in the last rating period covering one (1) year performance prior to the deadline of submission;
 - 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;
 - k. Other documents as may be required for comparative assessment, such as but not limited to:
 - k.1 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;
 - k.2 Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in item (i) is not relevant to the position to be filled.
4. Applicants will be evaluated and assessed based on DepEd Order No. 7, s. 2023, (Guidelines on Recruitment, Selection, and Appointment in the Department of Education).
 5. The duties and responsibilities of the said positions are detailed in the attached document.
 6. The Schools Division of Baybay City upholds the value of equality and diversity into all elements of its recruitment system and adopts the Equal Employment Opportunity Principle (EEOP).
 7. Applicants shall assume full responsibility and accountability of the validity and authenticity of the documents submitted, as evidenced by the Omnibus Certification of Authenticity. Any violation will automatically disqualify the applicant from the selection process.
 8. Schedule of activities relative to the recruitment are as follows:

Activity	Date	Person / Place
Deadline of submission of application	January 7, 2025	Records Section
Orientation of the guidelines	December 23, 2024 @ 9:00 AM	HRMO / SDO Conference Hall
Check applicants qualification vis-à-vis Qualification Standards	January 8, 2025	HRMO
Release letter of information to applicants of the result of the initial evaluation	January 8, 2025	HRMO/HRMP SB Secretariat

Interview, written exam, and Computer Literacy Test	To be announced	HRMPSB / SDO Conference Hall
Assessment and evaluation of submitted documents, Confirmation of points	To be announced	HRMPSB / SDO Conference Hall
Posting of Comparative Assessment Result (CAR)	To be announced	HRMO / Division Official Website, Division Bulletin Board, District Offices

9. Expenses incurred pertinent to the aforementioned activity are chargeable to OSDS/MOOE Funds subject to the usual accounting and auditing roles and regulations.
10. Wide and immediate dissemination of this memorandum is desired.

MANUEL P. ALBAÑO, PhD, CESO V
Schools Division Superintendent

Enclosures: As stated

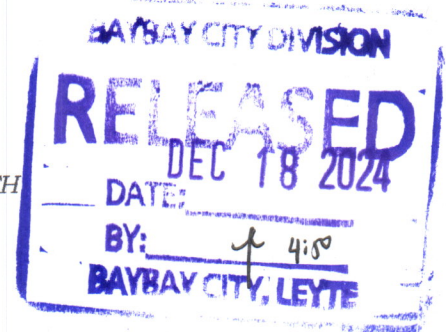
Reference: DepEd Order No. 97, s. 2011

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

RECRUITMENT

NTP

HEALTH



DepEd Medical Officer III Duties and Responsibilities

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Health Program and Services	Plans and formulates policy strategies and guidelines on the Health and Nutrition Programs of the Schools Division Office.
	Monitor and Evaluate the implemented School Health and Nutrition Programs of the Schools Division Office for the direct benefit of the learners.
	Prepares and submits periodic reports of accomplishments.
Nutrition Program Service	Monitor, Evaluate and Report the Nutritional Status of learners in the Schools Division Office.
	Develop, Design, Implement, Evaluate, Monitor and Report Sustainable <u>Feeding Programs</u> for the identified Severely Wasted and Wasted Learners of the Schools Division Office.
	Ensure Compliance and Implementation of Nutrition Programs to Nutritional Standards in Food preparation.
Partnership	Establishes, Maintains and Sustains Partnerships and Agreements with other agencies and stakeholders based on DepED Established Standards for Health and Nutrition Programs.

DepEd Dentist II Duties and Responsibilities

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Dental Health Program and Services	Plans and formulates policies and guidelines limited only to Dental Health Programs of the Schools Division Office with emphasis that the Dentist II has no direct supervisory function to the Nursing Services in the Schools Division Office.
	Develop, Design, Implement, Evaluate, Monitor and Report Sustainable Dental Health Programs for all learners of the Schools Division Office.
	Prepares and submits periodic reports of accomplishments in Dental Health Care Programs.
Nutrition Program Service (with emphasis on Dental Health Care)	Monitor and Evaluate the implemented School Dental Health in support of Nutrition Programs of the Schools Division Office that will directly benefit the learners of the SDO.
	Monitor, Evaluate and Report the Dental Health Status of learners in the SDO in support of Health and Nutrition Programs that will directly benefit the learners of the SDO.
Partnership	Establishes and Maintains Partnerships and Agreements with other agencies and stakeholders based on DepED Standards for Dental Health and in direct support of all Nutrition Programs in the SDO.