

Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

11 Dec 2024

DIVISION MEMORANDUM  
No. 517, s. 2024

**ANNOUNCEMENT OF CAREER OPPORTUNITY:  
DENTIST II**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**Education Program Supervisors**  
**Section Heads**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
This Division

1. This Office announces the call for the submission of Applications for Dentist II position until, **January 6, 2024, 5:00 PM**. Copy of the duties and responsibilities of the position is enclosed herewith to serve as reference.

| <b>Position</b> | <b>Salary Grade</b> | <b>Item No.</b>                  | <b>Station Assignment</b> |
|-----------------|---------------------|----------------------------------|---------------------------|
| Dentist II      | SG 17<br>Php 45,138 | OSEC-DECSB-DENT2-<br>660003-2017 | Division Office<br>(SGOD) |

2. The ranking shall abide with the guidelines stipulated in **DepED Order No. 7, s. 2023**, otherwise known as "*Guidelines on Recruitment, Selection, and Appointment in the Department of Education.*" for non-teaching positions (Enclosure 5).
3. The assessment for this position shall be based on the following criteria:
- **Education** units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
  - **Training** hours relevant to the position to be filled, acquired after the last promotion but within the last five (5) years;
  - **Experience** relevant to the position to be filled;
  - **Performance** based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
  - **Outstanding Accomplishments** acquired after the last promotion;
  - **Application of Education** acquired after the last promotion;



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- **Application of Learning and Development (L&D)** acquired after the last promotion; and
- **Potential** measured using other evaluative assessments

4. The following qualification standards shall be considered:

| Position   | Qualification                               |                              |                            |                   |
|------------|---|------------------------------|----------------------------|-------------------|
|            | Education                                   | Training                     | Experience                 | Eligibility       |
| Dentist II | Doctor of Dental Medicine or Dental Surgery | 4 hours of relevant training | 1-year relevant experience | RA 1080 (Dentist) |

**Required Competencies**

- a. *Core Behavioral Competencies:* Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation, Innovation;
  - b. *Core Skills:* Oral Communication Written Communication, Computer/ICT Skills
5. All interested applicants shall submit the required documents in **HARD COPY** to the Division Office (Attn: Personnel Unit) on or before the deadline. Pertinent copies shall be submitted in a **legal-sized** folder indicating the prescribed file name in the built-in tab, as prescribed below:

| VACANT POSITION | PRESCRIBED FILE NAME  | SAMPLE FILE NAME         |
|-----------------|-----------------------|--------------------------|
| Dentist II      | 2025-DENT2A_Full Name | 2024-DENT2A_Juan D. Cruz |

**Order of documents shall be as follows:**

- a. Checklist of Requirements (*enclosed herewith*) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom;
- b. Letter of intent addressed to the Schools Division Superintendent;  

**RANDOLPH B. TORTOLA**  
**Schools Division Superintendent**
- c. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet;
- d. Photocopy of Certificate of Eligibility/Report of Rating;
- e. Photocopy of valid and updated PRC License/ID, if applicable
- f. Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable;
- g. Certification of MA/PhD units earned from university registrar, if applicable;
- h. Copy of General Weighted Average (GWA) duly certified by the University Registrar, if applicable;







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- i. Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is applicable;
- j. Photocopy of Certificates of Trainings, if applicable;
- k. Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment, if applicable;
- l. Photocopy of Latest Appointment, if applicable;
- m. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item 'h' is not relevant to the position to be filled;
- n. Means of Verification (MOVs) showing all Outstanding Accomplishments acquired or earned after the last promotion shall be considered eligible to be given points:
  - i. Awards and Recognition MOVs:
    - (1) Memorandum or document showing the Criteria for the Search / Designation;
    - (2) Certificate of recognition/Award
  - ii. Research and Innovation MOVs:
    - (1) Proposal Duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017I;
    - (2) Accomplishment report verified by the Head of Office;
    - (3) Certification of Utilization of the innovation research, within the school/office duly signed by the Head of Office;
    - (4) Certification adoption of the innovation or research by another school/office duly signed by the Head of Office;
    - (5) Proof of citation by their researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research. Points for collaborative research/innovations shall be divided by the number of authors/researchers indicated in the copyright page;
  - iii. Subject Matter Expert/ Membership in National TWGs or Committees MOVs:
    - (1) Issuance/Memorandum showing the membership in NTWG or Committee;
    - (2) Certificate of Participation or Attendance;
    - (3) Output/ Adoption by the organization/DepEd;
  - iv. Resource Speakership/ Learning Facilitation/ Trainer MOVs:
    - (1) Issuance/ Memorandum/ Invitations/ Training Matrix;
    - (2) Certification of Recognition/ Merit/ Commendation/ Appreciation;
    - (3) Slide deck/s used and/or Session guide/s







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- v. NEAP Accredited Learning Facilitator MOVs:
- (1) Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office;
  - (2) Certificate of Recognition as Learning Facilitator issued by NEAP Central Office;
- o. Means of Verification (MOV) for Application of Education acquired or earned after the last promotion shall be considered eligible to be given points. This is the contribution made by an applicant to their workplace as a result of their learnings from their education degree/s or units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled. The MOVs include:
- (1) Action Plan approved by the Head of Office;
  - (2) Accomplishment Report verified by the Head of Office;
  - (3) Certification of the utilization/adoption signed by the Head of Office;
- p. Means of Verification (MOV) for Learning and Development (L&D) acquired or earned after the last promotion shall be considered eligible to be given points. Application of L&D is a proven success of the learnings gained from the human resource development (HRD) interventions done/attended by the applicant which must have led to significant positive results in their current or previous work. MOVs include:
- (1) Certificate of Training or Certification on any applicable L&D intervention acquires 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;
  - (2) 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;
  - (3) Accomplishment Report together with a general certification that the L&D intervention was used/adopted by the office at the local level;
  - (4) Accomplishment Report together with a general certification that the L&D intervention was used/adopted by a different office at the local/higher level.







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6. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

| <b>Role</b>                                       | <b>Main</b>                          |
|---|--------------------------------------|
| Chairperson                                       | Conniebel C. Nistal, ASDS            |
| Members   | Rolly B. Labis, Chief - SGOD         |
|   | Jeffrey M. Martinez, Admin Officer V |
|   | Felanie Marie A. Lim, HRMO II        |
|   | Alan T. Saculingan, Supply Officer   |
| Dr. Gladys Grace H. Cabeltes, Medical Officer III |                                      |
| Secretariat                                       | Randy Rhys U. Capistrano, ADAS III   |

7. This is the target schedule for this ranking:

| <b>Schedule</b>               | <b>Activity/Output</b>                                     | <b>In-Charge</b>                  |
|-------------------------------|--|-----------------------------------|
| Until January 6, 2025, 5:00PM | Submission of Application Documents                        | Applicants and HRMPSB Secretariat |
| January 9, 2025               | Initial Evaluation   | IER Committee                     |
| January 14, 2025              | Posting of Selection Line-Up                               | HRMO & HRMPSB Secretariat         |
| TBA                           | Interview and Final Deliberation                           | HRMPSB & Applicants               |
| TBA                           | Submission of Comparative Assessment Report w/ attachments | HRMPSB                            |

8. Only applicants tagged as “qualified” in the Initial Evaluation Results, as reflected in the Division Website: [www.depedelsalvadoricity.net](http://www.depedelsalvadoricity.net) (just click Career Opportunities → Selection Line-up), will undergo the further interview and further evaluation.
9. This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
10. Immediate dissemination of this Memorandum to all concerned is enjoined.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

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

HIRING                  RECRUITMENT                  SELECTION



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## CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_ Application Code: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office of the Position Applied For: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

| Basic Documentary Requirement   | Status of Submission<br>(To be filled-out by the applicant;<br>Check if submitted) | Verification<br>(To be filled-out by the HRMO/HR Office/sub-committee) |         |
|---|--|--|---------|
|   |  | Status of Submission<br>(Check if complied)                            | Remarks |
| a. Letter of intent addressed to the Head of Office or highest human resource officer   |  |  |         |
| b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable   |  |  |         |
| c. Photocopy of valid and updated PRC License/ID, if applicable   |  |  |         |
| d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable  |  |  |         |
| e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available   |  |  |         |
| f. Photocopy of Certificate/s of Training, if applicable  |  |  |         |
| 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(s) covering one (1) year performance prior to the deadline of submission, if applicable   |  |  |         |
| 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:<br>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 |  |  |         |
| 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  |  |  |         |

Attested:

\_\_\_\_\_  
 Human Resource Management Officer

## OMNIBUS SWORN STATEMENT

## CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

## DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.


\_\_\_\_\_  
 Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



|  |  |                         |   |
|--|--|-------------------------|---|
| <br>Department of Education   | <b>JOB DESCRIPTION</b>                 | JD No. ____             | Revision Code: ____                     |
| <b>Position Title</b>  | Dentist II                             | <b>Salary Grade</b>     | 17                                      |
| <b>Parentetical Title</b>  |  | <b>Governance Level</b> | Schools Division Office                 |
| <b>Office/Bureau/Service</b>   |  | <b>Unit/Division</b>    | School Governance & Operations Division |
| <b>Reports to</b>  | Chief Education Supervisor             | <b>Effectivity Date</b> |   |
| <b>Positions Supervised</b>  |  |                         |   |
| <b>JOB SUMMARY</b>   |  |                         |   |
| To promote, protect and maintain the physical and mental well-being and readiness of learners to learn, by planning, formulating strategies for Dental health programs, to provide establishment of viable and sustainable linkages with educational partners and stakeholders with Dental Health Programs |  |                         |   |
| <b>QUALIFICATION STANDARDS</b>   |  |                         |   |
| <b>A. CSC Prescribed Qualifications</b>  |  |                         |   |
| Education  | Doctor of Dental Medicine              |                         |   |
| Experience   | At least 1 year of relevant experience |                         |   |
| Eligibility  | RA 1080 (Dentist)                      |                         |   |
| Trainings  | 4 hours of relevant training           |                         |   |
| <b>B. Preferred Qualifications</b>   |  |                         |   |
| Education  |  |                         |   |
| Experience   |  |                         |   |
| Eligibility  |  |                         |   |
| Trainings  |  |                         |   |

| KEY RESULT AREAS   | DUTIES AND RESPONSIBILITIES  |
|--|--|
| <b>Dental Health Program and Services</b>                              | <ul style="list-style-type: none"> <li>• 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</li> <li>• Develop, Design, Implement, Evaluate, Monitor and Report Sustainable Dental Health Programs for all learners of the Schools Division Office</li> <li>• Prepares and submits periodic reports of accomplishments in Dental Health Care Programs</li> </ul> |
| <b>Nutrition Program Service (with emphasis on Dental Health Care)</b> | <ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> </ul>  |
| <b>Partnership</b>   | <ul style="list-style-type: none"> <li>• 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</li> </ul>   |