



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Notice of Vacancy
September 9, 2022
NV No. 2022-025

Position Title		Plantilla Item No.	Place of Assignment
One (1) Nurse II	1	OSEC-DECSB-NURS2-840039-2021	Schools Division of South Cotabato

➤ **Qualification Standards Bases:**

Civil Service Commission

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Nurse II	16	Php 38,150.00	Bachelor of Science in Nursing	1 year of relevant experience	4 hours relevant training	RA 1080 (Nurse)

Duties and Responsibilities of *Nurse II*

Assist the Medical Officer in the implementation of Health and Nutrition Programs and Projects of the SDO.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Health Programs and Services	<ul style="list-style-type: none"> • Classroom inspection to detect early signs and symptoms/disability of learners • Assists the Medical Officer in his school clinic work such as vital signs taking, RBS monitoring, immunizations etc. • Provide preventive and remedial measure for simple and common ailments and gives first aid treatment in the school • Conduct Visual and Auditory Screening, Height and Weight Measurement and Deworming of learners • Maintains a functional school clinic • Checks on the proper sanitation and healthful living conditions of the school and community • Utilize tried and tested medicinal plants for the treatment of common ailments • Coordinate with other health personnel, the translation of scientific knowledge to desirable health behaviour • Coordinate with the Medical Officer for the provision of

SDOSC-OSDS-HRMPSB-NV-v2.0r0.1, effective 10/05/2020



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Telephone Number: (083) 228-3801
Email Address: south.cotabato@deped.gov.ph





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	<p>needed health facilities, medicine and supplies</p> <ul style="list-style-type: none">• Prepares and submit needed reports
Nutrition Program and Services	<ul style="list-style-type: none">• Assist in the development, design, implementation, evaluation and monitoring of Sustainable Feeding Programs for the identified Severely Wasted and Wasted Learners of the Schools Division Office and submit needed reports• Ensure compliance and implementation of Nutrition Programs to Nutritional Standards in Food preparation
Linkages	<ul style="list-style-type: none">• Establish/Strengthen linkages between education partners and stakeholders
Special Services	<ul style="list-style-type: none">• Acts as resource person and participate in the information/dissemination on health matters such as classroom lectures, open forum• Participate in Sports, Scouting and Other Division/School activities

The DepEd Schools Division of South Cotabato highly encourages all interested and qualified applicants including persons with disability (PWD) and members of indigenous communities irrespective of sexual orientation and gender identities (SOGI) to apply.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below.

➤ **Documentary Requirements:**

- a. Application Letter;

Address to: **RUTH L. ESTACIO PhD, CESO VI**
Schools Division Superintendent
DepEd Division of South Cotabato
Alunan Avenue, City of Koronadal

Thru: **JASMIN P. ISLA**
Asst. Schools Division Superintendent
HRMPSB Chairman

- b. Personal Data Sheet (PDS Revised March 2017);
- c. Certified Photocopy of Official Transcript of Records w/ S.O. and CHED Certification, Authentication and Verification (CAV);
- c.1 Completion of academic requirements for Master's Degree (with certification from school registrar)

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- c.2 Masters Degree
- c.3 Completion of academic requirements for Doctorate Degree (with certification from school registrar)
- c.4 Doctorate Degree
- d. Performance Rating for the Last Three Rating Period (at least Very Satisfactory (VS) with Numerical Equivalent);
- e. Certificates of Training/Awards/Recognition/Outstanding Accomplishments;
- f. Service Record (Updated) / Certificate of Employment; and
- g. Other documents to support credits points under award/s (shall attached certificate or other means of verification) innovations (shall attached documentation of the innovation), research and development projects (shall attached copy of the research conducted in your work place), publication/authorship (shall attached copy of articles/book appearing the name/s of the author and publication date) & speakership/consultancy (shall attached copy of speakership certificate).

Pertinent papers of applicants shall include table of contents and should be properly **earmarked**.

- **Criteria for Evaluation:** DepEd Order No. 66, s. 2007, “**Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions**” for the criteria and number of points assigned to each criterion.
- **Deadline for submission of pertinent documents:** **September 26, 2022**, No pertinent papers shall be accepted thereafter.
- **Date and Venue of Interview:** To be announced.
- **Qualified Applicants** are advised to submit **One (1) Set** of pertinent documents to DepEd Schools Division of South Cotabato Records Section. In addition, kindly access this link bit.ly/SDOSC-ORF-NTPA-HRMPSB for your online registration.


RUTH L. ESTACIO PhD, CESO.VI
Schools Division Superintendent

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