



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

Notice of Vacancy
September 13, 2022
NV No. 2022-027

Position Title		Plantilla Item No.	Place of Assignment
One (1) Medical Officer III	1	OSEC-DECSB-MDOF3-840013-2010	Schools Division of South Cotabato

➤ **Qualification Standards Bases:**

Civil Service Commission

Position Title	SG	Basic Monthly Salary	Education	Experience	Training	Eligibility
Medical Officer III	21	Php 62,449.00	Doctor of Medicine (preferably with MA in Public Health, Public Administration, Management, Health Education or relevant field)	At least 1 year of relevant experience in the practice of Medicine	4 hours of relevant training	RA 1080 (Physician's Licensure Exam)

Duties and Responsibilities of *Medical Officer III*

To promote, protect and maintain the physical and mental well-being and readiness of learners to learn, by planning, formulating strategies for health and nutrition programs, to provide supervisory function to health personnel in the conduct and monitoring of Health and Nutrition Program Services and establishment of viable and sustainable linkages with educational partners and stakeholders

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



Address: Alunan Avenue, Koronadal City, South Cotabato
Telephone Number: (083) 228-3801
Email Address: south.cotabato@deped.gov.ph





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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Health Programs and Services	<ul style="list-style-type: none"> Plans and formulates policies strategies and guidelines on Health and Nutrition Program 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	<ul style="list-style-type: none"> Monitor, Evaluate and Report the Nutritional Status of learners in the Schools Division Office Develop, Design, Implement, Evaluate, Monitor and Report Sustainable Feeding Programs 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	<ul style="list-style-type: none"> Establishes, Maintains and Sustains Partnerships and Agreements with other agencies and stakeholders based on DepED established Standards for Health and Nutrition Programs.

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);

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- 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)
 - 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 28, 2022**, No pertinent papers shall be accepted thereafter.
- **Date and Venue of Interview:** To be announced.

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- **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-HRMPSE for your online registration.

RUTH L. ESTACIO PhD, CESO VI
Schools Division Superintendent

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