



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

Office of the Schools Division  
 Superintendent

02 Jan 2025

DIVISION MEMORANDUM  
 OSDS No. **001**, s. 2025

NOTICE OF VACANCY NURSE I

To: Assistant Schools Division Superintendent  
 Public Schools District Supervisors/Principal In-charge  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. This is to announce the following vacant positions:

a. **Position Title:** Nurse I

b. **Position Details**

Position Title	No.	Plantilla Item No.	Plantilla Assignment
Nurse 1	1	OSEC-DECSB-NUR1-840107-2010	School Governance Operations Division

c. **CSC Qualification Standards**

Position Title	S G	Basic Monthly Salary	Education	Experience	Training	Eligibility
Nurse I	15	Php 38,413.00	Bachelor of Science in Nursing	At least 2 years of relevant experience	4 hours of relevant training	RA 1080 (Nursing Licensure Exam)

Duties and Responsibilities of *Nurse I*

To provide personnel administration services to the management and personnel of the Schools Division in the areas of recruitment and selection, personnel administration, compensation and benefits administration, personnel records while ensuring adherence to the standards, rules and regulations in personnel administration of government oversight agencies (CSC, DBM, COA, etc.)



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
 Telephone Number: (083)228-3801  
 Email Address: [south.cotabato@deped.gov.ph](mailto:south.cotabato@deped.gov.ph)



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KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<b>Health Programs and Services</b>	<ol style="list-style-type: none"> <li>1. Classroom inspection to detect early signs and symptoms/disability of learners.</li> <li>2. Assists the Medical Officer in his school clinic work such as vital signs taking, RBS monitoring, immunizations etc.</li> <li>3. Provide preventive and remedial measure for simple and common ailments and gives first aid treatment in the school.</li> <li>4. Conduct Visual and Auditory Screening, Height and Weight Measurement and Deworming of learners.</li> <li>5. Maintains a functional school clinic.</li> <li>6. Checks on the proper sanitation and healthful living conditions of the school and community.</li> <li>7. Utilize tried and tested medicinal plants for the treatment of common ailments.</li> <li>8. Coordinate with other health personnel, the translation of scientific knowledge to desirable health behavior.</li> <li>9. Coordinate with the Medical Officer for the provision of needed health facilities, medicine, and supplies.</li> <li>10. Prepares and <i>submits the needed reports.</i></li> </ol>
<b>Nutrition Program and Services</b>	<ol style="list-style-type: none"> <li>1. 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.</li> <li>2. Ensure compliance and implementation of Nutrition Programs to Nutritional Standards in Food preparation.</li> </ol>
<b>Linkages</b>	<ol style="list-style-type: none"> <li>1. Establish/Strengthen linkages between <u>education</u> partners and stakeholders.</li> </ol>
<b>Special Services</b>	<ol style="list-style-type: none"> <li>1. Acts as resource person and participate in the information/dissemination on health matters such as classroom lectures, open forum.</li> <li>2. Participate in Sports, Scouting and Other Division/School activities.</li> </ol>

The Deped Schools Division of South Cotabato highly encourages all



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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. Attached the following documents to the application letter and sent to the address below:

**d. Documentary Requirements**

- i. Letter of intent address to the Schools Division Superintendent

**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

- ii. Duly accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet;
- iii. Photocopy of Certificate of Eligibility from Civil Service Commission;
- iv. Photocopy of Certificate of Ratings;
- v. Photocopy of Transcript of Records and Diploma, including completion of graduate and post-graduate, if available;
- vi. Photocopy of Certificate of Relevant Trainings ;
- vii. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Records, whichever is/are applicable;
- viii. Photocopy of Performance Rating in the last rating period covering (1) year performance in the current position prior to deadline of submission;
- ix. Checklist of Requirements and Omnibus Sworn Statement on the Certification and Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 Data Privacy Act of 2012), using the DepEd Order OO7, s. 2023: Annex C; and
- x. Other documents that can use as means of verification on the following:
  1. Outstanding Accomplishment (Awards and Recognition, Research or Innovation, Speakership, National Technical Working Group);
  2. Application of Education
  3. Application of Learning and Development; and
  4. Photocopy of the Performance Rating obtained from the relevant work experience; if performance rating in Item d (viii) is not relevant to the position.



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

2. Criteria for Evaluation to be used for the vacant position shall be DepEd Order No. 007, s. 2023, "**Guidelines on Recruitment, Selection, and Appointment in the Department of Education**" enclosure No. 5: **Criteria and Point System for Hiring and Promotion to Non-Teaching Positions**. The following is the point system for Evaluative Assessment for Non-Teaching Positions: SG 10-22 and SG 27:

Criteria	Breakdown of Points SG 10-22 and SG 27
Education	5
Training	10
Experience	15
Performance	20
Outstanding Accomplishments	10
Application of Education	10
Application of Learning and Development	10
Potential (Written Test, BEI, Work Sample Test)	<b>20</b>
<b>TOTAL</b>	<b>100</b>

1. The deadline for submission of pertinent documents shall be on **January 8, 2025** at the Schools Division Office. No pertinent papers shall be accepted thereafter.

2. Applicants shall be notified of the conduct of the activities or any changes in the recruitment and selection activities through email, mobile/telephone, or through social media messaging.

3. Applicants are advised to submit One (1) Set of pertinent documents to school where the vacancy exists. In addition, kindly access this link <https://bit.ly/SDOSOnlineRegistrationofApplicants> for your online registration.

4. This division practices Equal Employment Opportunity Principle thus accepts application from all applicants irrespective of age, sex, sexual orientation, gender identity and expression, civil status, disability, religion, ethnicity, and political beliefs.

5. To ensure timeliness in the recruitment and selection process, HRMPSB, may adopt remote modalities (Microsoft teams) on recruitment and selection, as deemed practicable and applicable.



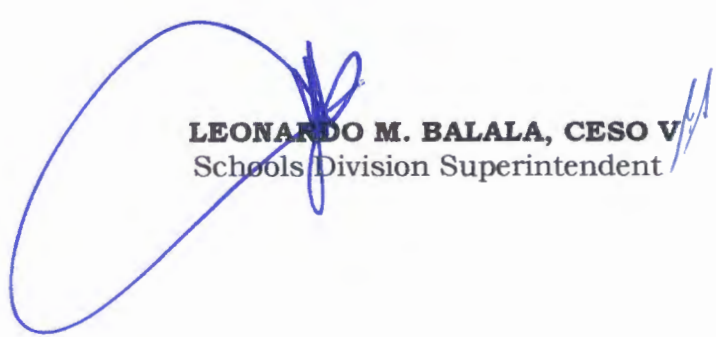
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6. For any inquiries, please refer to to Ma. Luz E. Estember, Administrative Officer IV or email through [maluz.estember001@deped.gov.ph](mailto:maluz.estember001@deped.gov.ph) or at the Office of the Assistant Schools Division Superintendent.
7. Immediate dissemination of this memorandum is desired.

  
**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

Encl: None

Reference: As stated

To be indicated in the Perpetual Index  
Under the following subjects

EMPLOYMENT	HIRING
RECRUITMENT	SELECTION

MLE/DM- notice of vacancy for Nurse I  
0000/January 2, 2025