



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 Schools Division of Cebu Province

Office of the Schools Division
 Superintendent

November 22, 2023

DIVISION MEMORANDUM

No. 501 s. 2023

**RANKING OF APPLICANTS FOR NURSE II IN THE DIVISION OF
 CEBU PROVINCE FOR CY 2024**

To: Assistant Schools Division Superintendents
 Division Chiefs
 Education Program Supervisors
 Public Schools District Supervisors /District Caretakers
 Elementary and Secondary School Heads
 All Others Concerned

1. The Office announces the Ranking of Applicants for the Nurse II position in the Division of Cebu Province for the Calendar Year 2024.

2. Applicants shall be assessed utilizing the following hiring guidelines/issuances:

DepEd Order No. 19, s.2022 – “The Department of Education Merit Selection Plan”

DepEd Order No. 7, s.2023 – “Guidelines on Recruitment, Selection, and Appointment in the Department of Education”

3. Applicants shall be guided by the following qualification standards:

Position Title	Education	Experience	Eligibility	Training
Nurse II Salary Grade: 16	Bachelor of Science in Nursing	At least one (1) year of relevant experience (as per CSC 1997 Revised Qualification Standards Manual)	RA 1080 – (RN)	Four (4) hours of relevant training

4. The point system for Evaluative/Comparative Assessments is as follows:

CRITERIA	BREAKDOWN OF POINTS
a. Education	5
b. Training	10
c. Experience	15
d. Performance	20
e. Outstanding Accomplishments	10
f. Application to Education	10
g. Application of L&D	10
h. Potential (Written Test, BEI, Work Sample Test)	20
TOTAL:	100

5. Applicants who do not meet the minimum qualification standards set for the vacant positions are automatically disqualified to advance in the screening process.
6. Applicants for promotion must have at least one (1) complete RPMS cycle of the present position before he/she can apply for the next higher position.
7. Applicants shall prepare only one (1) folder containing pertinent documents which are certified true copies of the original documents. Applicants are required to bring the original documents upon submission of the application.
8. Applicants who fail to submit the complete mandatory requirements by the set deadline shall not be included in the pool of official applicants.
9. The pertinent documents are to be arranged and fastened in a white folder with proper tabbing and a table of contents based on the list, as attached.
10. **Additional documents submitted after the deadline shall not be accepted unless the Human Resource Merit and Promotion Selection Board (HRMPSB) requires additional documents that are not herein listed to substantiate the claims of applicants.**
11. Pertinent documents (application) shall be retrieved upon implementation of the rank list.
12. Applicants shall accomplish/complete the Data Privacy Consent Form relative to the posting of the ranking results for the position applied. Refer to the attached form.
13. Refer to the schedule of activities for the ranking of vacant positions.

ACTIVITY	INCLUSIVE DATES	VENUE
Submission of application folders through the HR Unit	November 23-25, 2023 (Thursday-Saturday 8:am-5:00pm)	HR Unit/3 days
Assessment/Review of applicants' pertinent documents	November 27-29 and December 1, 2023	SDO Conference Hall
Posting of the shortlisted applicants for the vacant position	December 4, 2023	SDO HRMPSB Bulletin Board/SDO Website and conspicuous places
Confirmation of Points and Conduct of written examination/interview	December 5-6, 2023	SDO Conference Hall
Checking/grading of written tests given to applicants	December 8, 2023	SDO Conference Hall
Consolidation of points or scores for posting	December 11, 2023	HR Unit/Office of the HRMPSB Chairman
Posting of Tentative Comparative Assessment Result (CAR)	December 12-21, 2023	SDO HRMPSB Board/SDO Website and conspicuous places

14. Applicants who were listed in the previous rank list (CY 2023) may still apply and **request for the retention of their existing scores or ratings to the head of office/appointing authority provided that there will be no insertion or submission of new or additional documents.**


15. Members of the HRMPSB/HR Unit/ Secretariat and all other sub-selection committee members shall be given Compensatory Time-Off (CTO) or leave credits whatever is applicable for the work or services rendered during Saturdays/Holidays.

16. Meals, accommodation, and other expenses incurred during the conduct of the activity shall be chargeable to **DIVISION MOOE**, however, traveling expenses, accommodation, per diem, and other incidental/related expenses incurred by the school heads, and other members of the sub-committees who need to travel from the districts or schools shall be charged to the school's MOOE or other local funds available subject to its availability and the usual accounting and auditing rules and regulations.

17. This Memorandum shall serve as **AUTHORITY TO TRAVEL** for those stationed in the schools or districts and/or for all those involved in this activity.

18. For immediate, widest dissemination and guidance of all concerned.


SENEN PRISCILO P. PAULIN, CESO V

 Schools Division Superintendent

Enclosure #1

(Enclosure to Division Memorandum No. ____, s.2023)

LIST OF DOCUMENTARY REQUIREMENTS

1. Application Letter addressed to the Schools Division Superintendent indicating the position applied for;
2. Duly accomplished Personal Data Sheet (CSC Form No. 212, Revised 2017), with the latest 2x2 ID picture;
3. Work Experience Sheet;
4. Certified True Copy of Eligibility/Board Rating;
5. Certified True Copy of valid and updated PRC ID/License;
- 6. Certified True Copy of scholastic/academic records (Transcript of Records and Diploma, including completion of graduate or post-graduate units/degree); (Grade Weighted Average (GWA) may also be submitted to verify the academic performance of the applicant from 1st year to 4th year of his/her bachelor's degree/this must be certified or issued by the college or university registrar);**
7. Latest Service Record/Certificate of Employment/Contract of Service;
8. Certified True Copies of Certificates of Relevant Training Attended **taken/attended within the last five (5) years reckoned from the date/deadline of submission;**
9. Performance Rating for at **least one (1) rating cycle/period** (12 months or one school year) with at least VS rating in the current or latest position prior to the deadline of submission;
10. Certified True Copy of Latest **CSC-approved appointment**/last promotion (mandatory requirement), if applicable;
11. Certificates of Outstanding Accomplishments (Awards, Innovations, Research Projects, publications, Speakership);
12. Certificates of specialized training, scholarship grants, chair/co-chair of a technical working committee;
13. Checklist of Requirements and Omnibus Sworn Statement on the Certification of Authenticity and Veracity of the documents submitted, signed by the applicant;
14. Data Privacy Consent Form;
15. Other pertinent documents as may be applicable for position applied for.



Enclosure # 2

Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

Human Resource Merit Promotion & Selection Board (HRMPSB)

DATA PRIVACY CONSENT FORM

We at the HRMPSB are committed to provide you with services that are compliant to the Data Privacy Act (RA 10173) including its IRR as well as the other guidelines and issuances by the National Data Privacy Commission (NPC).

Processing of Personal Data:

The personal information being collected which may include your name, contact numbers, email address, home and office address, photos, birthdate, and the like, may be used for (1) ranking purposes only; (2) monitoring the update of your application; (3) sending notifications/updates; and (4) other similar activities, in connection to your application for employment or promotion. Said information will only be used for activities related to recruitment, selection, and appointment and will not be shared by other agencies. For posting on the agency website, **only the names will be indicated** (birthdate/s, and contact numbers will not be included), **if an employee/applicant provides written objection to the posting of names on the website or agency's bulletin board, numeric or alphabetic coding may be resorted to.** Information may be used further by the agency for research and for statistical purposes only.

Data Protection:

We shall implement reasonable and appropriate organizational, physical, and technical security measures for the protection of the personal information which we collected. Only authorized personnel (HR Unit) are permitted and have access to the collected information and will treat any confidential information under strict confidentiality. In case of a breach, HRMPB shall notify you and inform the National Privacy Commission (NPC) in accordance with NPC Circular 16-03 or Personal Data Breach Management. Personal information collected is stored and later disposed of via shredding and permanently deleted in our electronic files in accordance with R.A. No. 9470 otherwise known as National Archives of the Philippines Act of 2007.

Rights of the Data Subject:

As the Data Subject, you have the right to be informed of the personal information being collected, processed, and stored by HRMPB as well as to access, object, rectify, and block the same. For questions or concerns, you may contact the HR Unit for further details.

I have read this form, understood its contents, and consent to my personal data. I understand that my consent does not preclude the existence of other criteria for the lawful processing of personal data and does not waive any of my rights under the Data Privacy Act of 2012 and other applicable laws.

(Signature over Printed Name)

Applicant

hrmpsb/uyy2023



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