



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE
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By: 1 Time: 5:15

Office of the Schools Division
Superintendent

July 29, 2026

DIVISION MEMORANDUM

No. 443, s. 2026

CALL FOR APPLICATION FOR MEDICAL OFFICER III POSITION

To: Assistant Schools Division Superintendent
Chief Education Supervisors
ALL Interested Applicants
Others Concerned

1. The Schools Division Office of Dagupan City through Human Resource Merit Promotion and Selection Board (HRMPSB) is now accepting application for the Medical Officer III position

Position Title/ SG/ Monthly Salary/ Item Number	Education	Training	Experience	Eligibility	Place of Assignment
Medical Officer III/ SG 21/ P73,303.00 Item numbers: MDOF3-60028-2010	Doctor of Medicine	None required	None required	RA 1080 (Physician)	SGOD

2. The job description for the abovementioned vacant positions is attached to **Enclosure No. 1.**
3. Applicants are advised to determine if they meet the minimum qualification standards approved by the Civil Service Commission and the selection criteria set forth in DepEd Order No. 007, s. 2023 prior to submission of application documents.



Address: Burgos St., Poblacion Oeste, Dagupan City
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4. **CHECKLIST OF REQUIREMENTS**

- a. Letter of intent addressed to the Head of Office or Highest human resource Officer:

MARCIANO U. SORIANO JR PhD, CESO VI

OIC-Schools Division Superintendent

- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) 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, of 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 of Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form



Scan QR code for the template of checklist or it may access thru this
<https://tinyurl.com/checklistNTRTSA>

- k. Other documents as may be required for comparative assessment, such as but not limited to:
a. 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



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- b. 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
5. Applicants are required to **submit in hardcopy, 2 set of folders** with **notarized** Omnibus Sworn Statement and Checklist of Requirements mentioned above.
6. The deadline for submission of abovementioned documentary requirements shall be submitted to Division Records Office on or before **August 10, 2026**. Individuals who failed to submit mandatory documentary requirements on the set deadline shall not be included in the pool of official applicants. **No additional documents shall be accepted after the deadline.**
6. Applicants are **required to register** via the link provided below and **print** their registration, which must be included in their application folders.
<https://tinyurl.com/SDDCNTPHiring>
7. Applicants should first submit the aforementioned documents to the Personnel Unit for initial verification as to the completeness of the requirements before it can be stamped "received" at the Records Section. For applicants who will be submitting documents online, an acknowledgement email with information as to initial checking of completeness of documents will be sent the next working day.
8. Applicants are advised to review the pointing system for evaluation on Enclosure 5 of DepEd Order 007, s. 2023.

Table 1. Point System for Evaluative Assessment: Non-Teaching Positions

Criteria	Breakdown of Points			
	General Services	SG 1-9 (Non-General Services)	SG 10-23 and SG 27	SG 24 (Chief)
a. Education	5	5	5	10
b. Training	5	5	10	5
c. Experience	20	20	15	15
d. Performance	10	20	20	20
e. Outstanding Accomplishments	5	10	10	10
f. Application of Education	-	10	10	10
g. Application of L&D	-	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	55	20	20	20
Total	100	100	100	100



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9. **Only relevant Education, Training and Experience that exceeds the minimum qualifications of the CSC approved qualification standards shall be given points. Training must be earned after the last promotion but within the last five (5) years.**
10. This Office highly encourages all interested and qualified applicants including PWD and members of indigenous communities to join the assessment.
11. Immediate dissemination of this memorandum is desired.


MARCIANO U. SORIANO JR. PhD, CESO V
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent



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Position Title:	Medical Officer III	Salary Grade:	21
Unit/Division:	SGOD	Monthly Salary:	73,303
QUALIFICATION STANDARD			
Education:	Doctor of Medicine		
Experience:	None Required		
Training:	None Required		
Eligibility:	RA 1080 (Physician)		
KRA		Duties and Responsibilities	
Health Programs and Services		Plans and formulates policy strategies and guidelines on the Health and Nutrition Programs 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 and Services		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		Establishes, Maintains and Sustains Partnerships and Agreements with other agencies and stakeholders based on DepED Established Standards for Health and Nutrition Programs.	
Other		Does other related works.	

INDIVIDUAL EVALUATION SHEET (Non-Teaching Positions)
(based on DepEd Order 007, s. 2023)

Name of Applicant: _____ Date of Assessment: _____
Position Applied For: _____

Criteria	Means of Verification	Weight Allocation			Computation/ Rubrics / Remarks	Score
		General Services	SG 1 - 9 (Non-General Services)	SG 10-23		
EDUCATION	___ OTR or Cert of Units Earned	5	5	5		
TRAINING	___ Certificate of Training	5	5	10		
EXPERIENCE	___ Service Record of COE	20	20	15		
PERFORMANCE		10	20	20		
For positions with experience requirement: ___ Latest performance Rating covering 1 year performance from current or previous job relevant to the position to be filled					(Performance Rating/5) x Weight Allocation	
For positions without experience requirement: ___ Board Examination or Career Service Eligibility ratings; OR					(Board Exam or CS rating / 100) x Weight Allocation	
___ PD 907 or Foreign School Honor Graduate Eligibility (FSHGE)					Summa Cum Laude Magna Cum Laude Cum Laude	-20 pts -19 pts -18 pts
OUTSTANDING ACCOMPLISHMENTS		5	10	10		
Awards and Recognition		4				
a.1 Citation and Commendation (for applicants to general services positions only)	___ A. Letter of Citation or Commendation from previous employer				- Three (3) or more letters of citation - Two (2) letters of citation - One (1) letter of citation	- 4 pts. - 3 pts. - 2 pts.
a.2 Academic or Inter-School award (for applicants with no or less than one year work experience)	___ A. Academic or Interschool Award; or ___ B. TOSP Award; or ___ C. Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination				- At least 3 academic or inter-school awards or TOSP Award or Top 10 in Board / CS Exam - At least 2 academic/ inter-school awards - At least 1 academic/ inter-school awards	- 4 pts - 3 pts - 2 pts
a.3 Outstanding Employee Award (for applicant with previous work experience)	___ A. Any issuance; memorandum or document showing the Criteria for the Search; AND ___ B. Certificate of Recognition/Merit				Awards given by higher office Awards given by applicant's local office	- 4 pts - 2 pt
Research and Innovation		4				
	___ A. Proposal duly approved by the Head of Office or the designated Research Committee per DO 16, s.2017 ___ B. Accomplishment Report verified by the Head of Office ___ C. Certification of utilization of the Innovation or research, within the school/office duly signed by the Head of Office ___ D. Certification of adoption of the Innovation or research by another school/office duly signed by the Head of Office ___ E. Proof of citation by other researchers (whose study/research is likewise approved by authorized body) of the concept/s developed in the research.				MOVs Submitted: A, B, C & D A, B, C & E Only A, B and C Only A and B Only A	- 4 pts - 4 pts - 3 pts - 2 pts 1 pts
Subject Matter Expert / Membership in NTWGs or Committees		3				
	___ A. Issuance of Memorandum showing the membership in NTWG or committee; ___ B. Certificate of Participation or Attendance; and ___ C. Output/Adoption by the organization / DepEd				MOVs Submitted: All MOVs Only A and B	-3 pts -2 pts
Resource Speakership / Learning Facilitation		2				
	___ A. Issuance / Memorandum / Invitation / Training Matrix; AND ___ B. Certificate of Recognition / Merit / Commendation / Appreciation; AND ___ C. Slide deck/s used and/or Session guide/s				Speakership in Higher Office/ Level Speakership in applicant's local office	- 2 pts - 1 pt
NEAP Accredited Learning Facilitator		2				
	___ A. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office ___ B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office				Accredited National Assessor Accredited National Trainer Accredited Regional Trainer	- 2 pts - 1.5 pts - 1 pt
APPLICATION OF EDUCATION		n/a	10	10		
For positions with experience requirement	___ A. Action Plan approved by the Head of Office ___ B. Accomplishment Report verified by the Head of Office ___ C. Certification of the utilization / adoption signed by the Head of Office				MOVs Submitted Relevant Not Relevant All MOVs 10 pts 5 pts Only A & B 7 pts 3 pts Only A 5 pts 1 pt	
For positions with no experience requirement	___ Certificate of GWA/ OTR/ Diploma/ Special Order or other certifications				(GWA /100) x weight allocation	
APPLICATION OF L&D		n/a	10	10		
	___ A. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicant, a certification from HR that the L&D intervention is aligned with the core task of the applicant in their current or previous position shall be required; ___ B. 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. ___ C. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level; ___ D. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.				MOVs Submitted: Relevant Not Relevant All MOVs 10 pts 5 pts Only A, B & C 7 pts 3 pts Only A & B 5 pts 1 pt	
POTENTIAL		55	20	20		
Written Examinations		n/a	5	5		
Skills or Work Sample Tests		n/a	10	10		
Behavioural Events Interview		n/a	5	5		