



Republic of the Philippines  
 Department of Education  
 Caraga Region

SCHOOLS DIVISION OFFICE OF SURIGAO CITY



May 12, 2020

DIVISION MEMORANDUM

No. AOV-17\_\_\_\_\_, s. 2020

**ANNOUNCEMENT OF VACANCY**

**TO : All Interested Applicants**

1. This is to formally announce the vacancy of the Department of Education (DepEd), Schools Division Office (SDO) of Surigao City, thus, the Office welcomes willing applicants to subject into the ranking and selection process. Upholding the **Equal Employment Opportunity Principle (EEOP)** principle, applicants, irrespective of sex, sexual orientation, gender re-assignment, age, ethnicity, race including color, culture, disability / impairment, marriage and civil partnership, religion or belief, pregnancy and maternity, and political affiliation among others are invited to apply.
2. Hereunder are the details and Qualification Standards (QS) of the said vacancy, to wit:

**2.a ASSIGNMENT**

Office	: Office of the School Division Superintendent
Section / Unit	: Schools Governance and Operations Division (SGOD)

**2.b POSITION PROFILE**

Position Title	: Nurse II
Parentetical Title	: None
Plantilla Item No.	: OSEC-DECSB-NURS2-1020018-2010

**2.c COMPENSATION**

Salary Grade	: 15	Monthly Salary	: PhP 32,053.00
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**2.d BENEFITS**

Holidays, Vacation, Healthcare, Compensatory Overtime Credits (COCs), Leave, Disability / Life Insurance, Bonuses, Allowances, and Retirement
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**2.e JOB DESCRIPTION**

- Assist the Medical Officer in the implementation of Health and Nutrition Programs and Projects of the SDO.
- Implement the Health Programs and Services.
- Implement the Nutrition Program and Services.
- Establish/Strengthen linkages between education partners and stakeholders.
- 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.

KLG/fcc

05/12/2020



M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte Province  
 (086) 826-3075, 826-8931, and 826-1268  
[surigao.city@deped.gov.ph](mailto:surigao.city@deped.gov.ph)



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**2.f QUALIFICATIONS**

Education	: Bachelor of Science in Nursing
Training	: Eight (8) hours (relevant)
Experience	: One (1) year (relevant)
Eligibility	: RA 1080 (Nursing Licensure Examination)
Skills	: Proficient in Microsoft Office applications (i.e., Word, Excel, and PowerPoint)

**2.g DOCUMENTARY REQUIREMENTS**

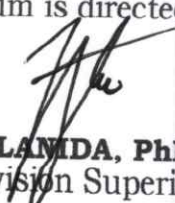
- Letter of Intent (LoI) to apply (addressed to the Karen L. Galanida, PhD, CESO VI, Schools Division Superintendent thru Farrah C. Coniate, Administrative Officer IV (Human Resource Management Officer II)
- Recent fully accomplished Personal Data Sheet (PDS) and Work Experience with recent passport-size picture and corresponding attachments (certificates)
- Performance Rating (3 consecutive years, if available)
- Original Certified Authenticated Copy of Certificate of Eligibility / Rating and License
- Original and photocopy of Transcript of Records (ToR) preferably with Certification, authentication, and Verification (CAV) from the Commission on Higher Education (CHED)

Note: **INCOMPLETE** documentary requirements shall **NOT BE ENTERTAINED**.

**2.h APPLICATION PROCESS**

- Submit your portfolio to the Personnel Unit at the Schools Division Office of Surigao City, M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte or at [surigao.city.personnel@gmail.com](mailto:surigao.city.personnel@gmail.com).
- Deadline of submission is on or before **May 27, 2020**.

3. Immediate dissemination of and strict compliance of this Memorandum is directed.

  
**KAREN L. GALANIDA, PhD, CESO VI**  
 Schools Division Superintendent

Enclosure/s: None

Reference/s : CS Form No. 9, Revised 2018 on May 12, 2020

To be indicated in the Perpetual Index under the following subjects:

**HUMAN RESOURCE MANAGEMENT  
 JOB VACANCY**

**HUMAN CAPITAL MANAGEMENT  
 EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE**

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