



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

28 July 2025

DIVISION MEMORANDUM
No. 362, s. 2025

**CALL FOR SUBMISSION OF PERTINENT PAPERS FOR COMPARATIVE
ASSESSMENT OF DENTIST II AND NURSE II POSITIONS**

TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Section Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Non-Teaching Personnel
All Others Concerned

1. This Office hereby announces the submission of pertinent papers of applicants for **Dentist II** (SG 18) Position to be assigned in various Sub-Offices in the Division and **Nurse II** (SG 16) to be assigned in Wenceslao Trinidad Memorial National High School, Laurel Sub-Office.
2. To further achieve the principles of merit and fitness, objectivity, and uniformity in evaluation and to recognize the value of Equal Employment Opportunity Principle (EEOP) in the evaluation, all interested and qualified applicants are enjoined to apply regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity, class, and political affiliations.
3. For ease of consolidation and retrieval, the following steps shall be undertaken:
 - 3.1 Applicants are advised to put index tab/ custom tab dividers for ease on evaluation for the Human Resource Merit Promotion and Selection Board (HRMPSB) Technical Working Group (TWG)
 - 3.2 All interested qualified applicants are advised to hand-in or send via courier the application documents addressed to Schools Division Superintendent, Division of Batangas, Provincial Sports Complex Bolbok Batangas City arranged as follows:
 - a. Letter of intent addressed to the Schools Division Superintendent. Please include the position you are interested in applying for.
 - b. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy



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Consent Form pursuant to RA No. 10173 (data Privacy Act of 2012), using the attached form (Annex C) **notarized by authorized official;**

c. Fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture (CS Form No 212, Revised 2017) which can be downloaded at www.csc.gov.ph

d. Photocopy of CSC Certification of Eligibility (for Career Service Professional)/ Photocopy of updated PRC ID License

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 applicable;

f. Photocopy of relevant Certificate/s of training taken for the last five (5) years and/or last promotion, if applicable;

g. Photocopy of Certificate of Employment, Contract of Service, duly signed Service Record, whichever is/ are applicable;

h. Photocopy of latest appointment, if applicable;

i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/ latest position prior to the deadline of submission, if applicable; and

j. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:

i. Means of Verification (MOVs) showing outstanding accomplishment, Application of Education and Application of Learning and Development reckoned from the date of last issuance of appointment; and

ii. Photocopy of the Performance Rating obtained from the relevant work experience, if the performance rating in item 3.2(i) is not relevant to the position to be filled, if applicable.

4. Please be guided by the following attached enclosures to this Division memorandum:

4.1 Enclosure No 1 The Qualifications Standard (QS) of the positions.

4.2 Enclosure No 2 Duties and Responsibilities of the positions.

4.3 Enclosure No 3 Assessment Plan

4.4 Enclosure No 4 Checklist of Requirements (Annex C)

4.5 Enclosure No. 5 (pages 1-18) of DepEd Order 7, s 2023 entitled Criteria and

Point System for Hiring and Promotion of Non-Teaching Positions shall be used in the evaluation of documents of Dentist II and Nurse II positions.

5. Application documents shall be accepted until **August 08, 2025**, until 5:00 in the afternoon at the Division's Record Section. Only complete documents submitted until the set deadline shall be entertained. Late documents shall not be accepted.



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6. Applicants are advised to register at this link; **bit.ly/SDOBATANGAS-HIRING** until the last day of submission of the application. This will generate the application code to be used in the hiring process before the submission of mandatory requirements at the Division's Office Records Section. However, if the application code is not received, the Personnel Section will assign the respective code upon submission of application.
7. Previous applicants are required to submit new sets of pertinent papers and shall undergo the Comparative Assessment of Dentist II and Nurse II positions, in accordance with DepEd Order No. 7 s. 2023.
8. Please refer to the DepEd Order 7 s. 2023 entitled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education, for clarification regarding the hiring guidelines.
9. For further clarifications you may contact the Schools Division Officer-Personnel Section through telephone number: (043)722-1437 or email at sdobatangas.hiring@deped.gov.ph
10. Wide and immediate dissemination of this memorandum is desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

JBP/ CALL FOR SUBMISSION OF APPLICANTS FOR DENTIST II AND NURSE II/
/ 07/28/2025



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone: (043)722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website: www.depedbatangas.com



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Enclosure 1. The Qualification Standards of the Positions

CSC Prescribed Qualification

Position	Education	Training	Experience	Eligibility
Dentist II	Doctor of Dental Medicine	4 hours relevant training	At least 1 year of relevant experience	RA 1080 (Dental Medicine)
Nurse II	Bachelor of Science in Nursing	4 hours of relevant training	At least 2 years of relevant experience	RA 1080 (Nursing Licensure Exam)

Preferred Qualification

Position	Education	Training	Experience	Eligibility
Dentist II	Doctor of Dental Medicine	8 hours relevant training	At least 1 year of relevant experience	RA 1080 (Dental Medicine)
Nurse II	Bachelor of Science in Nursing	8 hours of relevant training	At least 2 years of relevant experience	RA 1080 (Nursing Licensure Exam)



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Enclosure 2. Key Result Area and Duties and Responsibilities

KEY RESULT AREA AND DUTIES AND RESPONSIBILITIES OF DENTIST II

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Dental Health Program and Services	Plans and formulates policies and guidelines limited only to Dental Health Programs of the Schools Division Office with emphasis that the Dentist II has no direct supervisory function to the Nursing Services in the Schools Division Office.
	Develop, Design, Implement, Evaluate, Monitor and Report Sustainable Dental Health Programs for all learners of the Schools Division Office.
	Prepares and submits periodic reports of accomplishments in Dental Health Care Programs.
Nutrition Program Service (with emphasis on Dental Health Care)	Monitor and Evaluate the implemented School Dental Health in support of Nutrition Programs of the Schools Division Office that will directly benefit the learners of the SDO.
	Monitor, Evaluate and Report the Dental Health Status of learners in the SDO in support of Health and Nutrition Programs that will directly benefit the learners of the SDO.
Partnership	Establishes and Maintains Partnerships and Agreements with other agencies and stakeholders based on DepED Standards for Dental Health and in direct support of all Nutrition Programs in the SDO.



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KEY RESULT AREA AND DUTIES AND RESPONSIBILITIES OF NURSE II

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Health Programs and Services	Classroom inspection to detect early signs and symptoms/disability of learners Assists the Medical Officer in his school clinic work such as vital signs taking, RBS monitoring, immunizations etc. Provide preventive and remedial measure for simple and common ailments and gives first aid treatment in the school Conduct Visual and Auditory Screening, Height and Weight Measurement and Deworming of learners Maintains a functional school clinic Checks on the proper sanitation and healthful living conditions of the school and community Utilize tried and tested medicinal plants for the treatment of common ailments Coordinate with other health personnel, the translation of scientific knowledge to desirable health behaviour Coordinate with the Medical Officer for the provision of needed health facilities, medicine and supplies Prepares and submit needed reports
Nutrition Program and Services	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 Ensure compliance and implementation of Nutrition Programs to Nutritional Standards in Food preparation
Linkages	Establish/Strengthen linkages between education partners and stakeholders
Special Services	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



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Enclosure No 3. Assessment Plan

Activities	Responsible	Indicative Schedule	No of Working Days
Publication/Posting Period	HRMO	July 28, 2025	N/A
Last day of Receiving of Application	Records Section	August 08, 2025	10
Initial assessment/ screening of application and preparation of Initial Evaluation Review	HRMO	August 11-12, 2025	2
Preparation of letter to the applicant if they are qualified or not with the information of schedule for next hiring process			
Submission of Shortlist of qualified applicants to the HRMPSB	HRMO	August 13, 2025	1
Preliminary Meeting with the HRMPSB and Technical Working Group	HRMO/ HRMPSB/TWG Secretariat	August 14-15, 2025	2
Open Ranking and Validation of Documents, interview and conduct of written examination	HRMO/ HRMPSB/ TWG/Secretariat	August 18-19, 2025	2
Check the written exam/ OTJ skill set	HRMPSB/ End-user (Chief)	August 20-21, 2025	2
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/ HRMO/ Secretariat	August 22, 2025	1
Signing of CAR to the HRMPSB	HRMPSB/ HRMO/ Secretariat	August 25, 2025	1
Submission of the final CAR and CAR-Registry of Qualified Applicants to the Schools Division Superintendent for other instruction- such as conduct of Background investigation	HRMO Upon the request of Appointing Authority	August 26, 2025	1
Upload the CAR-RQA to the website and posting to conspicuous places	HRMO/ Information Technology Officer	August 27, 2025	1
Prepare notification letter to the successful candidate for the submission of requirements for appointment	HRMO	August 28, 2025	1
Forward the notification letter to the ASDS and SDS/ for initial/ signature	Secretariat	August 29, 2025	1
TOTAL			25