



Republic of the Philippines  
**Department of Education**  
 REGION III  
**SCHOOLS DIVISION OF PAMPANGA**

July 08, 2024

DIVISION MEMORANDUM  
 NO. 410 \_\_, s. 2024

**VACANCY ANNOUNCEMENT: ONE (1) DENTIST II POSITION**

TO : SGOD and CID Chiefs  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. This is to announce the recruitment, selection and hiring of Dentist II position, this Division, to mention:

Activities	Date	Time	Venue
a. Deadline of Submission	July 18, 2024	8:00 a.m. – 5:00 p.m.	Records Unit
b. Pre-assessment	July 19, 2024	8:00 a.m. – 5:00 p.m.	Attendees: HRMPSB Only
c. Online Interview, Examination and Open Ranking	TBA		

2. The Qualification Standards of the said position are indicated in the table below.

QUALIFICATION STANDARDS	
Dentist II / SG-17	
A. CSC Prescribed Qualifications	
Education	Doctor of Dental Medicine or Dental Surgery
Experience	1 year of relevant experience
Eligibility	RA 1080
Trainings	4 hours of relevant training

3. All interested and qualified individuals, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to apply.

4. Applicants are advised to submit the photocopied documents to the Records Unit, Attention: HRMO and bring their original of the same for verification during the scheduled open ranking.

5. Only those who meet the minimum qualification standards for the said position will be included in the selection line-up for open ranking which shall be posted at the Division Office.

6. Appraisal of credentials will be based on **DepEd Order No. 07, s. 2023** (non-teaching positions). The application should include the following documents to be fastened at the left side of a plain white folder and arranged as listed in the transmittal.

- a) Letter of intent addressed to the Schools Division Superintendent indicating the preferred station
- b) Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and



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- 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, if 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 on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form
  - k) Other documents as may be required for comparative assessment, such as but not limited to:
    - k.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
    - k.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

8. It is understood that the submission of documents beyond the prescribed date will not be accepted by this Office.

9. Attached is a copy of duties and responsibilities of the said positions.


10. Immediate dissemination of this Memorandum is desired.

**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent



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 <p>Department of Education</p>	<b>JOB DESCRIPTION</b>	JD No. ____	Revision Code: ____
<b>Position Title</b>	Dentist II	<b>Salary Grade</b>	17
<b>Parentetical Title</b>		<b>Governance Level</b>	Schools Division Office
<b>Office/Bureau/Service</b>		<b>Unit/Division</b>	School Governance & Operations Division
<b>Reports to</b>	Chief Education Supervisor	<b>Effectivity Date</b>	
<b>Positions Supervised</b>			
<b>JOB SUMMARY</b>			
To promote, protect and maintain the physical and mental well-being and readiness of learners to learn, by planning, formulating strategies for Dental health programs, to provide establishment of viable and sustainable linkages with educational partners and stakeholders with Dental Health Programs			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Doctor of Dental Medicine		
Experience	At least 1 year of relevant experience		
Eligibility	RA 1080 (Dentist)		
Trainings	4 hours of relevant training		
<b>B. Preferred Qualifications</b>			
Education			
Experience			
Eligibility			
Trainings			

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<p><b>Dental Health Program and Services</b></p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Develop, Design, Implement, Evaluate, Monitor and Report Sustainable Dental Health Programs for all learners of the Schools Division Office</li> <li>• Prepares and submits periodic reports of accomplishments in Dental Health Care Programs</li> </ul>
<p><b>Nutrition Program Service (with emphasis on Dental Health Care)</b></p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> </ul>
<p><b>Partnership</b></p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>