



Republic of the Philippines  
 Department of Education  
 Region X – Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**

Sayre Highway, Purok 6, Casisang, Malaybalay City  
 Telefax # 088-81-2894, E-mail add: [depedmlyblycity@yahoo.com](mailto:depedmlyblycity@yahoo.com)



June 30, 2015

REG  
 MALAYBALAY CITY DIV.  
 RELEASED  
 JUN 30 2015 2:07  
 [Signature]

**DIVISION MEMORANDUM**

No. 214 s. 2015

**TO :** Chief Education Supervisor & Staff, Curriculum Implementation Division  
 Chief Education Supervisor & Staff, Schools Governance & Operations Division  
 Public Schools District Supervisors  
 School Heads (Elem. & Secondary)  
 Section/Unit Heads and Staff  
 All Others Concerned

*[Signature]*  
**FROM :** EDILBERTO L. OPLENARIA, CESO VI  
 Schools Division Superintendent

**RE : SELECTION AND RANKING FOR POOL OF QUALIFIED APPLICANTS FOR RELATED TEACHING AND NON-TEACHING POSITIONS**

1. This is to inform the field that the Selection and Ranking for Pool of Qualified Applicants for Related Teaching and Non Teaching Positions are now open to all qualified applicants/candidates. Interested applicants should meet the herein qualification standards as embodied in DepED Order No. 42, s. 2007, DepED Order No. 39, s. 2007 and DepED Order No. 66, s. 2007 to wit:

Position	Education	Experience	Training	Eligibility
Administrative Officer IV (SG -15)	Bachelor's degree	1 year relevant experience	4 hours relevant training	C.S Prof.-2nd Level Eligibility
Nurse II (SG -15)	Bachelor of Science in Nursing	1 year relevant experience	4 hours relevant training	RA1080 (Nurse)
Master Teacher I (SG -18)	Bachelor's degree in Secondary Education + 18 MA Units or Bachelor's Degree + 18 Professional Units in Education + 18 MA Units	3 years relevant experience	4 hours relevant training	RA1080 (Teacher)
Guidance Counselor II (SG -12)	Bachelor's degree related to the job	none required	none required	RA 1080 (Guidance Counselor)
Administrative Aide III (SG -3)	completion of 2 years studies in College	none required	none required	Career Service - Sub-Professional 1st level eligibility
Administrative Aide III (SG -3)	Elementary Graduate	none required	none required	Professional Driver's License



Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**

Sayre Highway, Purok 6, Casisang, Malaybalay City  
Telefax # 088-81-2894, E-mail add: [depedmtybldty@yahoo.com](mailto:depedmtybldty@yahoo.com)



Administrative Aide I (SG - 1)	Must be able to read and write	none required	none required	none required
Watchman I (SG - 2)	Elementary Graduate	none required	none required	none required

2. Qualified applicants are required to submit their letter of intent together with the support documents as enumerated below:

- CSC Form 212 (3 copies in black and in handwritten);
- Transcript of Records;
- Eligibility – PRC Rating and unexpired License;
- Performance Rating for the last three (3) rating periods;  
1<sup>st</sup> and 2<sup>nd</sup> Semester SY 2014-2015;  
1<sup>st</sup> and 2<sup>nd</sup> Semester SY 2013-2014;
- Updated Service Records;
- Certificate/s of Outstanding/Meritorious Accomplishment:
  - Outstanding Employee Award;
  - Innovations (Conceptualized an innovative work plan and properly documented and approved by immediate chief and attested by authorized regional/division official;
  - Research and Development Projects;
  - Publication/Authorship;
  - Consultancy/Resource Speakership;
  - Education and Training
  - Certificates of trainings attended not credited during the last promotion;
  - Chairmanship/Co-chairmanship of a technical / planning committee.

3. All documents submitted shall be duly authenticated by the Administrative Officer IV-Records, Florabelle R. Porras. Deadline for submission of application is on or before July 7, 2015. For inquiry, please see Guia Ma. G. Gamutin Personnel Unit.

4. The schedule of screening and interview will be announced later.

5. Immediate and wide dissemination of this memorandum is desired.

Copy furnished:  
Records Unit  
Personnel Unit

TO BE POSTED ON THE WEBSITE