



Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Sayre Highway, Purok 6, Casisang, Malaybalay City  
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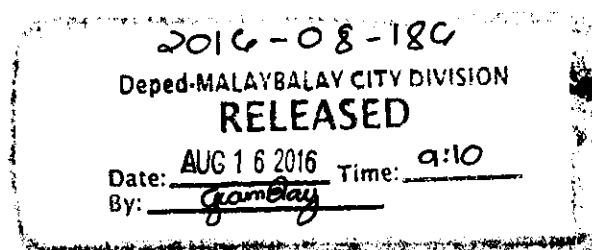
August 11, 2016

**DIVISION MEMORANDUM**

No. 417 s. 2016

**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 SENIOR HIGH SCHOOL NON TEACHING POSITIONS

1. This is to inform the field that the Selection and Ranking for Pool of Qualified Applicants for Senior High School 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. 19, s. 2016 and DepED Order No. 66, s. 2007 to wit:

Position	Education	Experience	Training	Eligibility
Administrative Officer II (SG 11)	Bachelor's degree	none required	none required	Career Service (Professional) Second Level Eligibility
Registrar I (SG 11)	Bachelor's degree	none required	none required	Career Service (Professional) Second Level Eligibility
Project Development Officer I (SG 11)	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Administrative Assistant II (SG 8)	Completion of 2 years in college	1 year relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility



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2. Qualified applicants are required to submit their letter of intent together with the support documents as enumerated below:
  - CSC Form 212;
  - Transcript of Records;
  - Eligibility – Certificate of Eligibility / PRC Rating and unexpired License;
  - Performance Rating for the last three (3) rating periods; (NUMERICAL RATING)
  - 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 **August 19, 2016**. 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