



Republic of the Philippines
 Department of Education
 DIVISION OF MALAYBALAY CITY

DM-2018-09-413
 DepED-MALAYBALAY CITY DIVISION
RELEASED
 DATE: SEP 12 2018 TIME: 10:55
 BY: *[Signature]*

DIVISION MEMORANDUM
 No. 413, s. 2018

**TO: Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 School Heads (Elementary and Secondary)
 All Others Concerned
 This Division**

FROM: REBONFAMIL R. BAGUIO
[Signature]
 Schools Division Superintendent

DATE: September 3, 2018

**RE: MERIT SELECTION AND COMPARATIVE ASSESSMENT FOR
 ADMINISTRATIVE AIDE II (MESSENGER), GUIDANCE
 COORDINATOR II (SECONDARY) GUIDANCE COUNSELOR II
 (SHS), GUIDANCE COUNSELOR I (SECONDARY) AND DENTIST II
 POSITIONS**

1. This is to inform the field that the Comparative Assessment for Administrative Aide II, Guidance Coordinator II (Secondary), Guidance Counselor II (SHS), Guidance Counselor I (Secondary) and Dentist II Positions are now open to all qualified applicants/candidates. Interested applicants should meet the minimum Qualification Standards, to wit:

Position	Education	Experience	Training	Eligibility
Administrative Aide II (Messenger) (SG 2)	Must be able to read and write/ Elementary Graduate	None required	None required	None required



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Guidance Coordinator II (Secondary) (SG 15)	Master's degree in Guidance and Counseling	1 year relevant experience	4 hrs. relevant training	RA 1080 (Guidance Counselor)
Guidance Counselor II (SHS) (SG 12)	Masters in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)
Guidance Counselor I (Secondary) (SG 11)	Bachelor's Degree in Guidance and Counseling	None required	None required	RA 1080 (Teacher)
Dentist II (SG 17)	Doctor of Dental Medicine or Dental Surgery	1 year relevant experience	4 hours training	RA 1080

2. Interested and qualified applicants should signify in writing. Attach the following documents to the application letter:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CSC Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
2. Photocopy of Transcript of Records;
3. Photocopy of certificate of eligibility/ PRC rating and unexpired License;
4. Performance Rating for the last three (3) years with numerical rating duly signed by the rater and ratee per rating period. Please refer to Section 95, Rule IX, CSC MC No. 24, s. 2017 as Amended in 2018, DepED Order No. 66, s. 2007, and DepED Order No. 2, s. 2015
5. Updated Service Records;
6. Certificate/s of Outstanding/Meritorious Accomplishment;
7. Outstanding Employee Award;
8. Innovations (Conceptualized an innovative work plan and properly documented and approved by immediate chief and attested by authorized regional/division official;
9. Research and Development Projects;
10. Publication/Authorship;



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11. Consultancy/Resource Speakership;
12. Education and Training;
13. Certificates of trainings attended not credited during the last promotion;
14. Chairmanship/Co-chairmanship of a technical / planning committee;
15. Omnibus certification as to authenticity and veracity of all documents submitted which can be downloaded at depedmalaybalay.net.

3. Deadline for submission of application will be on **September 17, 2018, 5:00 pm only**. Queries relative to this can be relayed to Jutchel L. Nayra, Administrative Officer V/OIC-Personnel Services (0936966953).

Copy furnished:
Records Unit
Personnel Unit

TO BE POSTED IN THE WEBSITE

Sayre Hi-way, Casisang, Malaybalay City
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Website: <http://depedmalaybalay.net>
<http://malaybalay.city.deped.gov.ph>