



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Corner Don Carlos and Guingona Sts., City of Malaybalay
Telefax # 088-813-2894 or 221-4597, E-mail add: 1pdmlyblycity@yahoo.com
Website: <http://depedmalaybalay.page4.me>



Division Memorandum:

No. 774s, 2013

193
Deped-MALAYBALAY CITY DIVISION
RELEASED

Date: 11/22/13 Time: 1:00 P.M
By: Anabelle

FOR: Education Program Supervisors & Designates
Secondary School Principals & School Heads
This Division

FROM: **EDILBERTO L. OPLENARIA**
Schools Division Superintendent

DATE: November 21, 2013

SUBJECT: Ranking for Guidance Counselor I for Managok National High School

This is to inform the field office that ranking for Guidance Counselor I for Managok National High School is now open. Applicants should meet the following minimum qualifications;

1. Bachelor's Degree in Guidance Counseling or in any allied discipline
2. RA 1080 (Guidance Counselor)

The following pertinent documents should be included to support the letter of application:

1. CSC Form 212 (3 copies)
2. Transcript of Records
3. Eligibility - PRC Rating & PRC License
4. Service Record with Employee Number
5. Performance rating at least Very Satisfactory for the last three consecutive years or Outstanding for at least 2 years.
6. Certificates/Proofs of Outstanding Accomplishments, trainings attended recognitions

Deadline for submission of applications is on November 27, 2013. The screening and interview will be on November 29, 2013 at 2:00PM at the Office of the Administrative Officer. For more details see Ms. Novem A. Sescon, Human Resource Management Officer I

Immediate and wide dissemination of the Memorandum is desired.

Reference:

CSC Qualification Standards for Guidance Counselor Positions
Number 1100651 promulgated May 26, 2011