



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay

Contact Numbers: 813-2894, 221-4597

Email Address: depedmalaybalay@gmail.com; Official website: www.depedmalaybalay.net



April 8, 2014

058

DEPED MALAYBALAY CITY DIVISION
RELEASED

Date: 04-10-14 Time: 9:21am
By: Anaveilla

DIVISION MEMORANDUM

No. 123 s. 2014

RANKING FOR THE VACATED POSITION OF PUBLIC SCHOOLS DISTRICT SUPERVISOR

TO : Promotional Staff
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

FROM : 
EDILBERTO L. OPLENARIA
Schools Division Superintendent

1. This is to inform the field that this Office is now accepting applications and pertinent documents for the ranking for the vacated position of **Public Schools District Supervisor**.
2. Interested applicants should meet the qualification standards prescribed in the Civil Service Commission Qualification Standards Revised 1997, to wit:
 - Education : **Bachelor's degree in Elementary Education (BSEED)/Bachelor's degree in Secondary Education (BSE) or its equivalent**
 - Eligibility : **PBET/RA 1080 (Teacher)**
 - Experience : **Two (2) years of relevant experience**
 - Training : **8 hours of relevant training**
3. Section 1 of Rule X, CSC Omnibus Rules on Appointment and Other Personnel Actions provides that the appointee must meet the approved qualification standards for which he is being appointed. Section 2 of Rule X further provides that the qualification standards prescribed in the CSC Qualification Standards Manual are the minimum and basic requirements for the position. However, agencies may prescribe higher standards for their positions copy furnished the Commission. Where higher



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standards are prescribed by the agencies, these shall be maintained and used as basis in the selection of their appointees.

4. Relative thereto, this Office prescribes higher standards for the position of **Public Schools District Supervisor** as to **education and experience**, such as:

Education : **With Master's Degree preferably in Administration and Supervision or its equivalent**

Experience : **At least Principal II for two (2) years**

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

- CSC Form 212 (3 copies);
- Transcript of Records;
- Eligibility – PRC Rating and License;
- Performance Rating (at least Very Satisfactory for the last three (3) rating periods- 1st and 2nd Semester SY 2012-2013 and 1st Semester SY 2013-2014 or Outstanding for the last two (2) rating periods – 2nd Semester SY 2012-2013 and 1st Semester SY 2013-2014);
- Service Record with Employee Number;
- Certificates of Outstanding/Meritorious Accomplishments;
- Certificates of trainings attended;
- Office Order, Certificates of Recognition and the Project Plan/Work Plan for chairmanship/co-chairmanship for a technical/planning committee.

6. All documents submitted shall be duly authenticated by the Division Administrative Officer. Deadline for submission of application is **on or before April 15, 2014**. For inquiry, please see Mrs. Novem A. Sescon, HRMO I/Administrative Officer II.

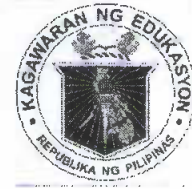
7. As reiterated in DepEd Order No. 66, s. 2007, the HRMO shall conduct preliminary evaluation of the qualifications of all applicants, prepare selection line-up which shall reflect the qualifications of candidates, notify all applicants of the outcome of the preliminary evaluation, and submit the selection line up to the PSB/C for deliberation *en banc*.



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8. The schedule of screening and interview is on **April 25, 2014** with the following activities:

Time	Activities	Responsible Person
8:00AM	Preliminary Conference of the Personnel Selection Board/Committee - Present preliminary evaluation of the qualifications of all applicants by the HRMO to the PSB - Submit the selection line-up to the PSB for deliberation <i>en banc</i> - Briefing of the screening and selection process with the applicants	HRMO HRMO PSB/C Chairperson
9:00AM	Screening and Interview Proper	PSB/C
1:00PM	Written Examination	PSB/C

9. Immediate and widest dissemination of the Memorandum is desired.

Copy furnished:

Records Section

HRMO Section- N. Sescon

PSB Chair – J. Adriatico

CSC – Field Office – L. Baligat

TO BE POSTED IN THE WEBSITE