



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



Purok 6, Casisang, Malaybalay City
Telefax # 088-81-2894, E-mail add: depedmlyblycity@yahoo.com

DIVISION MEMORANDUM
No. 032 s. 2015

ed-MALAYBALAY CITY DIVISION

142
RELEASED

February 04, 2015

re: FEB 05 2015 Time: 8:45 AM

**RECRUITMENT AND SELECTION FOR THE POOL OF QUALIFIED
APPLICANTS FOR THE NEWLY-CREATED POSITIONS PER
APPROVED DepED RATIONALIZATION PROGRAM
UNDER EXECUTIVE ORDER NO. 366, S. 2004**

TO : Education Program Supervisors/Division Coordinators
Public Schools District Supervisors
Public Elementary School Heads
All Others Concerned
This Division

FROM: 
EDILBERTO L. OPLENARIA
OIC/Schools Division Superintendent

1. Pursuant to DepED Order No. 50, s. 2014 entitled "*Guidelines on the Recruitment, Selection and Placement of Personnel pursuant to the DepED Rationalization Program under Executive Order No. 366, s. 2004*", this Office is now accepting applications and pertinent documents from the interested and qualified applicants for the **Recruitment and Selection of personnel for the vacant and newly-created positions.**
2. Interested applicants should meet the minimum requirements indicated in the CSC Qualification Standards Manual to be eligible for the vacant positions (*Refer to Annex A*).
3. Qualified applicants shall submit their letter of intent together with the support documents enumerated below on the date specified as the period of submission for each position.
 - CSC Form 212 (3 copies);
 - Transcript of Records (Preferably with Special Order No. for those Doctoral Degree Holders);
 - Eligibility – PRC Rating and unexpired License/CSC Eligibility;
 - Performance Evaluation Rating for the last three (3) rating periods

- Updated Service Records for those with work experience / Certificate of Employment;
 - Latest Appointment for those who are employed / Contract of Service or any proof of employment;
 - Designation Order/s if any;
 - Certificate/s of Outstanding/Meritorious Accomplishments;
 - Certificates of trainings attended not credited during the last promotion;
 - Office Order, Certificates of Recognition and the Project Plan/Work Plan for Chairmanship/Co-chairmanship of a technical/planning committee.
4. All documents submitted shall be duly authenticated by and be submitted to the Division Administrative Officer V, Jutchel L. Nayra, DPA on **February 19, 2015 (Thursday)**. The schedule of the conduct of the assessment and deliberation en banc of the qualifications of applicants by the PSB shall be announced later depending on the number of applicants per position.
 5. The recruitment and selection process for these positions shall follow the provisions and criteria in DepED Order No. 66, s. 2007 and DepED Order No. 29, s. 2002 per *Item No. 7 under letter 'C' – Major Provisions of DepED Order No. 50, s. 2014.*
 6. Immediate and wide dissemination of this memorandum is desired.

Copy furnished:

Records Section
HRMO Section – N. Sescon
Admin Officer V – J. Nayra, DPA
PSB Chair – J. Adriatico
CSC Field Office

TO BE POSTED IN THE WEBSITE

Annex A

NAME OF VACANT POSITION	MINIMUM REQUIREMENTS			
	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Accountant III	Bachelor's degree in commerce/Business Ad. Major in Accounting	2 yrs. Relevant experience	8 hours	RA 1080 (CPA)
Admin. Aide VI (ASDS)	completion of 2 yrs. In college	none required	none required	C.S sub-Prof.-1st Level Eligibility
Admin. Aide VI (Cash)	completion of 2 yrs. In college	none required	none required	C.S sub-Prof.-1st Level Eligibility
Admin. Aide VI (Gen.Services)	completion of 2 yrs. In college	none required	none required	C.S sub-Prof.-1st Level Eligibility
Admin. Aide VI (Personnel)	completion of 2 yrs. In college	none required	none required	C.S sub-Prof.-1st Level Eligibility
Admin. Aide VI (property)	completion of 2 yrs. In college	none required	none required	C.S sub-Prof.-1st Level Eligibility
Admin. Aide VI (Records)	completion of 2 yrs. In college	none required	none required	C.S sub-Prof.-1st Level Eligibility
Admin. Aide VI (SDS)	completion of 2 yrs. In college	none required	none required	C.S sub-Prof.-1st Level Eligibility
Admin. Assistant I (budget)	completion of 2 yrs. In college	none required	none required	C.S sub-Prof.-1st Level Eligibility
Admin. Assistant II (Bookkeeper)	completion of 2 yrs. In college	1 yr. relevant experience	4 hours relevant training	C.S sub-Prof.-1st Level Eligibility
Admin. Assistant II(budget)	completion of 2 yrs. In college	1 yr. relevant experience	4 hours relevant training	C.S sub-Prof.-1st Level Eligibility
Admin. Assistant III (SDS clerk)	completion of 2 yrs. In college	1 yr. relevant experience	4 hours relevant training	C.S sub-Prof.-1st Level Eligibility
Admin. Assistant III (Sr.Bookkeeper)	completion of 2 yrs. In college	1 yr. relevant experience	4 hours relevant training	C.S sub-Prof.-1st Level Eligibility
Admin. Asst. III(.Bookkeeper-Bangcud NHS)	completion of 2 yrs. In college	1 yr. relevant experience	4 hours	C.S sub-Prof.-1st Level Eligibility
Admin.Aide VI (curriculum)	completion of 2 yrs. In college	none required	none required	C.S sub-Prof.-1st Level Eligibility
Admin.Officer IV (Human Resource Management Officer II)	Bachelor's degree	1 yr. relevant experience	4 hours	C.S Prof.-2nd Level Eligibility
Admin.Officer IV (records Officer II)	Bachelor's degree	1 yr. relevant experience	4 hours	C.S Prof.-2nd Level Eligibility
Admin.Officer V (Budget Officer)	Basachelor's degree relevant to the job	2 yrs. relevant experience	8 hours	C.S Prof.-2nd Level Eligibility
Attorney III	Bachelor of Laws	1 yr. relevant experience	4 hours	R.A 1080 (Bar)
Chief Education Supervisor (governance)	Masters Degree in Education or other relevant masters degree	4 yrs. Relevant experience involving management and	24 hours training in management and supervision	PBET; Teacher

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	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Chief Education Supervisor(curriculum)	Masters Degree in Education or other relevant masters degree	4 yrs. Relevant experience involving management and	24 hours training in management and supervision	PBET; Teacher
Education Program Specialist II (Soc.Mob.)	Baschelor's degree in Education or its equivalent	2 yrs.experience in education reseach,development,implementat ion or other relevant experience	4 hours of relevant training	PBET; teacher career service (professional) appropriate eligibility for second level position
Education Program Specialist II (HRD)	Baschelor's degree in Education or its equivalent	2 yrs.experience in education reseach,development,implementat ion or other relevant experience	4 hours of relevant training	PBET; teacher career service (professional) appropriate eligibility for second level position
Education Program Specialist II (Sch M&E)	Baschelor's degree in Education or its equivalent	2 yrs.experience in education reseach,development,implementat ion or other relevant experience	4 hours of relevant training	PBET; teacher career service (professional) appropriate eligibility for second level position
Education Program Specialist II (EPS for ALS)	Baschelor's degree in Education or its equivalent	2 yrs.experience in education reseach,development,implementat ion or other relevant experience	4 hours of relevant training	PBET; teacher career service (professional) appropriate eligibility for second level position
Education Program Specialist II	Baschelor's degree in Education or its equivalent	2 yrs.experience in education reseach,development,implementat ion or other relevant experience	4 hours of relevant training	PBET; teacher career service (professional) appropriate eligibility for second level position
Education Program Supervisor	Master in Education or other relevant Masters degree with specific area of specialization	2 yrs.as Principal or 2 yrs.as Head Teacher or 2 years as master Teacher	8 hours of relevant training	R.A 1080 (Teacher)
Education Program Supervisor	Master in Education or other relevant Masters degree with specific area of specialization	2 yrs.as Principal or 2 yrs.as Head Teacher or 2 years as master Teacher	8 hours of relevant training	R.A 1080 (Teacher)
Engineer III	Bachelors degree relevant to the job	2 yrs. relevant experience	8 hours relevant training	RA 1080
Information Technology Officer I	Bachelor's degree relevant to the job	2 yrs. Relevant experience	8 hours	C.S Prof.-2nd Level Eligibility
Librarian II	Bachelors degree in Library Science or Information Science/Bachelors of Science in Education/Arts major in Library Science	1 yr. relevant experience	4 hours relevant training	RA 1080 (library)

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	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Project Development Officer I	Bachelors degree relevant to the job	none required	none required	C.S Prof.-2nd Level Eligibility
Project Development Officer II	Bachelors degree relevant to the job	1 yr. relevant experience	4 hours relevant training	CS Prof.-2nd level eligibility
Planning Officer III	Bachelors degree relevant to the job	2 yrs. relevant experience	8 hours relevant training	C.S Prof.-2nd Level Eligibility
Senior Education Program Specialist (Sch M&E)	Bachelors degree in education or its equivalent & CAR for M.A degree relevant to the job	2 yrs. In education research, development, implementation or other relevant experience	16 hours	PBET; teacher career service (professional) appropriate eligibility for second level position
Senior Education Program Specialist (Soc.Mob.)	Bachelors degree in education or its equivalent & CAR for M.A degree relevant to the job	2 yrs. In education research, development, implementation or other relevant experience	16 hours	PBET; teacher career service (professional) appropriate eligibility for second level position
Senior Education Program Specialist (HRD)	Bachelors degree in education or its equivalent & CAR for M.A degree relevant to the job	2 yrs. In education research, development, implementation or other relevant experience	16 hours	PBET; teacher career service (professional) appropriate eligibility for second level position
Senior Education Program Specialist (Planning)	Bachelors degree in education or its equivalent & CAR for M.A degree relevant to the job	2 yrs. In education research, development, implementation or other relevant experience	16 hours	PBET; teacher career service (professional) appropriate eligibility for second level position