



DEPARTMENT OF EDUCATION
Region X - Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, Comisang, Malaybalay City
Website: depedmalaybalay.net



March 9, 2015

MEMORANDUM TO: Education Program Supervisors
Public Schools District Supervisors
Public Elementary School Heads
All other concerned
This Division

FROM : *Edilberto L. Oplenaria*
EDILBERTO L. OPLENARIA
OIC- Schools Division Superintendent

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DIPLOMA MALAYBALAY CITY DIVISION
RELEASED
re: MAR 09 2015 Time: 4:26 PM
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SUBJECT : Recruitment and Selection for the Pool Of Qualified Applicants for the Remaining Newly-Created Positions per Approved Deped Rationalization Program Under Executive Order No. 366,S.2004

1. This is to inform the field for the Selection and Ranking for the Pool of Qualified Applicants for the following positions:

NO.	NAME OF VACANT POSITION	REQUIREMENT			
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
1	Admin. Asst. III (Sr. Bookkeeper-Bangcud NHS)	Completion of 2 yrs. in college	1 yr. relevant experience	4 hours	C.S sub-Prof.-1st Level Eligibility
2	Education Program Specialist II (Soc.Mob.)	Bachelor's degree in Education or its equivalent	2 yrs. experience in education research, development, implementation or other relevant experience	4 hours	PBET; teacher career service (professional) appropriate eligibility for second level position
3	Education Program Specialist II (HRD)	Bachelor's degree in Education or its equivalent	2 yrs. experience in education research, development, implementation or other relevant experience	4 hours	PBET; teacher career service (professional) appropriate eligibility for second level position
4	Education Program Specialist II (curriculum)	Bachelor's degree in Education or its equivalent	2 yrs. experience in education research, development, implementation or other relevant experience	4 hours	PBET; teacher career service (professional) appropriate eligibility for second level position
5	Senior Education Program Specialist	Bachelor's 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
6	Senior Education Program Specialist	Bachelor's 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



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2. Qualified applicants shall submit the pertinent documents enumerated below:
 1. Application letter
 2. CSC form 212 with picture (3 copies in black in hand written)
 3. Transcript of records
 4. Eligibility – CSC rating
 5. Performance rating of at least *Very Satisfactory* for the last three (3) rating period (2nd sem. CY 2012, 1st & 2nd sem.CY 2013)
 6. Service Records
 7. Certificate of outstanding/meritorious accomplishment
 8. Chairmanship of technical/planning committees
 9. Authorship/publication
 10. Certification of training attended for at least three (3) days.
 11. Office Order, Certificates of Recognition and the Project Plan/Work Plan for Chairman/Co-chairman of a technical/planning committee.

All documents submitted shall be duly authenticated by Novem A. Sescon, HRMO-1/Administrative Officer II or Edilberto L. Oplenaria, Schools Division Superintendent. Deadline for submission of application is on or before March 13, 2015 and schedule for interview will soon be announced.

Immediate and wide dissemination of this memorandum is desired.

Reference:

Deped Order no.66,s.2007

Deped Order no.50 s.2014

CSC qualification standards