



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

Sayre Highway, Purok 6, Casisang, Malaybalay City
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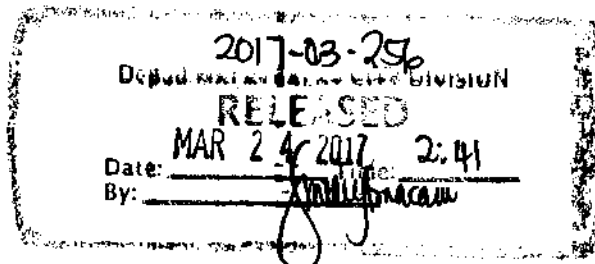


March 24, 2017

DIVISION MEMORANDUM

No. 169 s. 2017

TO : Chief Education Supervisor & Staff, CID
 Chief Education Supervisor & Staff, SGOD
 Public Schools District Supervisors
 School Heads (Elem. & Secondary)
 Section/Unit Heads and Staff
 All Others Concerned



L. Oplenaria
FROM : EDILBERTO L. OPLENARIA, CESO VI
 Schools Division Superintendent

RE : SELECTION AND RANKING FOR POOL OF QUALIFIED APPLICANTS FOR NON TEACHING POSITIONS

I. This is to inform the field that the Selection and Ranking for Pool of Qualified Applicants for Non Teaching Positions are now open to all qualified applicants/candidates. Interested applicants should meet the herein qualification standards as embodied in DepED Order No. 19, s. 2016 and DepED Order No. 66, s. 2007 to wit:

Position	Education	Experience	Training	Eligibility
Administrative Aide II (SG 2)	Must be able to read and write / Elementary Graduate	none required	none required	none required
Administrative Aide VI (SG 6)	completion of two (2) year studies in College	1 year relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
Administrative Assistant II (SG 8)	Completion of two (2) years in college	1 year relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
Nurse II (SG 15)	Bachelors degree in Nursing	1 year relevant experience	4 hours of relevant training	RA 1080
Dentist II (SG 17)	Doctor of Dental Medicine or Dental Surgery	1 year relevant experience	4 hours of relevant training	RA 1080



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Medical Officer III (SG 21)	Doctor of Medicine	None required	None required	RA 1080
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2. Qualified applicants are required to submit their letter of intent together with the support documents as enumerated below:

- CSC Form 212;
- Transcript of Records;
- Eligibility – Certificate of Eligibility / PRC Rating and unexpired License;
- Performance Rating for the last three (3) rating periods; (Numerical Rating)
- Updated Service Records;
- Certificate/s of Outstanding/Meritorious Accomplishment;
 - Outstanding Employee Award;
 - Innovations (Conceptualized an innovative work plan and properly documented and approved by immediate chief and attested by authorized regional/division official;
 - Research and Development Projects;
 - Publication/Authorship;
 - Consultancy/Resource Speakership;
 - Education and Training
 - Certificates of trainings attended not credited during the last promotion;
 - Chairmanship/Co-chairmanship of a technical / planning committee.

3. All documents submitted shall be duly authenticated by the Administrative Officer IV-Records, Florabelle R. Porras. Deadline for submission of application is on or before **April 5, 2017**. For inquiry, please see Guia Ma. G. Gamutin Personnel Unit.

4. The schedule of screening and interview will be announced later.

5. Immediate and wide dissemination of this memorandum is desired.

Copy furnished:

Records Unit
Personnel Unit

TO BE POSTED IN THE WEBSITE