



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

Sayre Highway, Purok 6, Casisang, Malaybalay City  
 Telefax # 088-81-2894, E-mail add: [depedmlyblycity@yahoo.com](mailto:depedmlyblycity@yahoo.com)

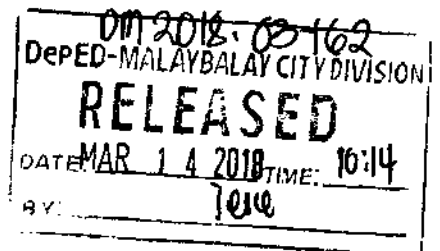


**DIVISION MEMORANDUM**

No. 162 s. 2018

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

*[Signature]*  
**FROM : EDILBERTO L. OPLENARIA, CESO VI**  
 Schools Division Superintendent *[Signature]*



**DATE :** March 12, 2018

**RE : SELECTION AND COMPARATIVE ASSESSMENT OF QUALIFIED APPLICANTS FOR  
 GUIDANCE COUNSELOR II POSITIONS**

1. This is to inform the field that the Selection and Comparative Assessment of Qualified Applicants for Guidance Counselor II Position for Bukidnon National High School and for Senior High School are now open to all qualified applicants/candidates. Interested applicants should meet the herein qualification standards as embodied in DepED Order No. 66, s. 2007 to wit:

Position	Education	Experience	Training	Eligibility
Guidance Counselor II (SG-12)	Bachelor's degree related to the job	none required	none required	RA 1080 (Guidance Counselor)

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

- CSC Form 212 (revised 2017);
- Transcript of Records;
- 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. Porrás. Deadline for submission of application is on or before March 19, 2018. For inquiry, please see Guía 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 ON THE WEBSITE