



Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

DM2020-10-413
 DEPED MALAYBALAY CITY DIVISION
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 BY: [Signature]

DIVISION MEMORANDUM

No. 413, s. 2020

TO: Assistant Schools Division Superintendent
 Chief Education Supervisor, CID and SGOD
 Public Elementary and Secondary School Heads
 All Others Concerned

FROM: VICTORIA V. GAZO, PhD., CESO V
 Schools Division Superintendent

DATE: October 22, 2020

SUBJECT: ANNOUNCEMENT OF VACANCY FOR PROJECT DEVELOPMENT OFFICER II

1. This Office announces the selection process of the vacant Project Development Officer II (LRMDS) in this Division. Applicants to the position should meet the herein qualification standards as embodied in DepED Order No. 66, s. 2007 to wit:

| Position | Education | Experience | Training | Eligibility |
|--|---------------------------------------|----------------------------|---------------------------|--|
| Project Development Officer II (SG 15) | Bachelor's degree relevant to the job | 1 year relevant experience | 4 hours relevant training | Career Service Professional (Second Level Eligibility Career Service |

**DepEd Preferred Qualifications on experience – basic knowledge in computer operation.*

2. Interested qualified applicants are required to submit the following pertinent documents *properly ear marked* to this Office on or before **November 3, 2020**.

- 2.1. Application letter addressed to the Schools Division Superintendent
- 2.2. Duly accomplished Personal Data Sheet (Revised 2017 form 212) with recent 2x2 picture attached
- 2.3. Copy of transcript of records
- 2.4. Eligibility – Certificate of Eligibility / PRC Rating and unexpired license
- 2.5. Performance Ratings for the last three (3) years (numerical)
- 2.6. Updated Service Records / Certificate of Employment
- 2.7. Certificate/s of Outstanding / Meritorious Accomplishment;
 - a) Outstanding Employee Award;





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- b) Proof of Innovations (Conceptualized an innovative work plan and properly documented and approved by immediate chief and attested by authorized regional/division official;
 - c) Research and Development Projects;
 - d) Publication/Authorship;
 - e) Consultancy/Resource Speakership;
- 2.8. Certificates of trainings attended not credited during the last promotion;
- 2.9. Proof of Chairmanship/Co-chairmanship of a technical / planning committee;
- 2.10. Omnibus certification as to authenticity and veracity of all documents submitted.
3. Qualified applicants shall be notified on the date of interview which shall be on November 2020. They shall bring the original copy of their pertinent documents during the interview.
4. Queries relative to this can be relayed to Guia Ma. G. Villahermosa, Administrative Officer IV at 09177067745.
5. Immediate dissemination of this memorandum is desired.

Copy furnished:

Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE

**Compendium of DepEd Office Functions and Job Descriptions dated Jan. 25, 2018*



Purok 6, Casisang, Malaybalay City
Telefax (088) 314-0094
Email: Malaybalay.city@gmail.com