

Republic of the Philippines

Department of Education

REGION X- NORTHERN MINDANAO DIVISION OF MALAYBALAY CITY

DIVISION MEMORANDUM

413 No.

, 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 W

Schools Division Superintendent

DATE: October

22, 2020

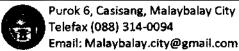
SUBJECT: ANNOUNCEMENT OF VACANCY FOR PROJECT DEVELOPMENT OFFICER II

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	l 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;



Purok 6, Casisang, Malaybalay City Telefax (088) 314-0094



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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