



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

DM 2022-10-536
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: 10/6/22 Time: 9:15
By: [Signature]

DIVISION MEMORANDUM

No. 536, s. 2022

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

FROM:

VICTORIA V. GAZO, Ph.D., CESO V
Schools Division Superintendent

DATE: October 5, 2022

SUBJECT: ANNOUNCEMENT OF VACANCIES FOR ADMINISTRATIVE ASSISTANT III (SR. BOOKKEEPER) AND GUIDANCE COUNSELOR I AND II

1. This Office announces the selection process of the vacant Administrative Assistant III (Sr. Bookkeeper) and Guidance Counselor I (Secondary) and Guidance Counselor II (SHS) in this Division. Applicants to the position should meet the herein qualification standards as embodied in DepED Order No. 66, s. 2007 and DO 19 and 41, s. 2016 respectively to wit:

Position	Education	Experience	Training	Eligibility
ADAS III (Sr. Bookkeeper) (SG 9)	Completion of two (2) years in College	1 year relevant experience	4 hours relevant training	Career Service Sub-Prof (First level Elig)
Guidance Counselor I (SG11) Guidance Counselor II (SG12)	Masters degree in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)

2. This Office adheres to the Principles of Merit and Fitness and to the Equal Employment Opportunity Principle (EEOP). It ensures no discrimination in the selection of its employees provided Qualification Standards set by the CSC and DepED are met. Thus, all applications regardless of applicant's age, sex, sexual orientation, gender identity, civil status, ethnicity, religion, disability, or political affiliation are treated with respect and equity.





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3. Interested qualified applicants are required to submit the following pertinent documents *properly ear marked* to this Office on or before **October 12, 2022**.
- 3.1. Application letter addressed to the Schools Division Superintendent
 - 3.2. Duly accomplished Personal Data Sheet (Revised 2017 form 212) with recent 2x2 picture attached
 - 3.3. Copy of transcript of records
 - 3.4. Eligibility – Certificate of Eligibility / PRC Rating and unexpired license.
 - 3.5. Performance Ratings for the last three (3) years (numerical)
 - 3.6. Updated Service Records
 - 3.7. Certificate/s of Outstanding/Meritorious Accomplishment;
 - a) Outstanding Employee Award;
 - 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;
 - 3.8. Certificates of trainings attended not credited during the last promotion;
 - 3.9. Proof of Chairmanship/Co-chairmanship of a technical / planning committee;
 - 3.10. Omnibus certification as to authenticity and veracity of all documents submitted.
4. Qualified applicants shall be notified on the date of interview which shall be on October 2022. They shall bring the original copy of their pertinent documents during the interview.
5. Queries relative to this can be relayed to Guia Ma. G. Villahermosa, Administrative Officer IV at 0907-688-9009.
5. Immediate dissemination of this memorandum is desired.

Copy furnished:

Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE



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