



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

- 2.5 Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post graduate units/degrees, if available;
 - 2.6 Photocopy of Certificate/s of Training relevant to the position to be filled, **acquired after the last promotion; but within the last five years;**
 - 2.7 Updated Service Records / Photocopy of Certificate of Employment. Experience must be relevant to the position to be filled;
 - 2.8 Photocopy of latest appointment;
 - 2.9 Photocopy of Performance Rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled with at least Very Satisfactory (VS) in the last rating period prior to the date of assessment.;
 - 2.10 Outstanding Accomplishment acquired after the last promotion;
 - 2.10a Awards and Recognition
 - a.1 Outstanding Employee Award
 - a.2 Awards as Trainer/Coach
 - 2.10b Research and Innovations
 - 2.10c Subject Matter Expert / Membership in National TWGs or Committees
 - 2.10d Resource Speakership / Learning Facilitation
 - 2.10e NEAP Accredited Learning Facilitator
 - 2.11 Application of Education acquired after the last promotion;
 - 2.12 Application of Learning&Development (L&D) acquired after the last promotion.
3. The following shall compose the HRMPSB for the Administrative Aide VI vacancy as provided in DepED Order No. 19, s. 2022 the new Merit Selection Plan:

Chairman: Aliena S. Dajay, ASDS
Members: Lorenzo O. Capacio, Chief SGOD
Manuel D. Dinlayan II, AO V
Guia Ma. G. Villahermosa, AOIV/HRMO
Lee A. Ejem, ADAS III, *NEU Representative (first level)*
Secretariat: Evelyn Joy V. Don, ADAS III
Glaive May D. Mulawan, ADAS III
Amorelle Faith P. Go, AAVI

4. 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.



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address:



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5. Qualified applicants shall be notified on the date of **face to face** interview (no virtual) which shall be sometime in December 2023. They shall bring the original copy of their pertinent documents during the interview.
6. Queries relative to this can be relayed to the Personnel Unit 0907-688-9009.
7. Immediate dissemination of this memorandum is desired.

Copy furnished:

Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE



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