

Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
IPHO Bldg., Sudlon, Lahug, Cebu City



December 20, 2016

DIVISION MEMORANDUM

No. 037, s. 2016

SCHEDULE AND GUIDELINES FOR THE SCREENING AND INTERVIEW OF APPLICANTS FOR BATCH 3 VACANT POSITIONS OF DEPED RO VII

To: Assistant Schools Division Superintendents
Chiefs/EPS's/Division Coordinators/SEPS's/EPS's II
PSDS's/District OIC's
Section Heads in the Division
All Others Concerned

1. Please find attached Regional Memorandum No. 0799, s. 2016 dated December 09, 2016 with the title as above which is self-explanatory.
2. For information dissemination and guidance of all concerned.


RHEA MAR A. ANGTUD, Ed.D, CESO VI
Schools Division Superintendent



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM

No. **0799** s. 2016

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SCHEDULE AND GUIDELINES FOR THE SCREENING AND INTERVIEW OF APPLICANTS FOR BATCH 3 VACANT POSITIONS OF DEPED RO VII

To: Schools Division Superintendents
Officers-in-Charge of Schools Divisions
All Others Concerned

1. This Office, through its Personnel Selection Board (PSB), announces the schedule and guidelines for the screening and interview of applicants for the following vacant positions of DepED Regional Office VII—Accountant II (2 vacancies) for Finance Division, Administrative Officer II for PPRD, Administrative Assistant I for Office of the Regional Director, Education Program Supervisor for HRDD, Education Program Supervisor in Araling Panlipunan for CLMD, and Administrative Aide VI for Administrative Division.

2. Interested qualified applicants (*only those who meet all the educational, experience, training, and civil service eligibility requirements indicated in Enclosure 1*) are directed to follow the procedure below:

2.1 Submit a **scanned application letter and accomplished CSC Form 212 or resume** for the specific vacant position/s as an attachment to an email to be sent via **ro7qad@gmail.com** on or before January 5, 2017.

The subject of your message should be your last name and the position you are applying for (i.e. **CRUZ EPS-HRDD**).

2.2 Report to Quality Assurance Division of DepEd Regional Office VII (2nd Floor) for the Preliminary Evaluation by the PSB Secretariat, and Screening and Interview by the PSB on the same day of the scheduled date indicated in **Enclosure 1** of this Memorandum. Bring with you **two (2) folders** (*use of clear book is not allowed*) of your pertinent documents (*1 folder of the original documents and 1 folder of the photocopies of the original documents*) **arranged and labeled in the following order:**

2.2.1 Accomplished CSC Form 212 (revised)

2.2.2 Performance rating for the last 3 rating periods (should be at least Very Satisfactory and with numerical equivalents)

2.2.3 Service Record (Experience related to the duties and functions of the position to be filled) and supporting Designation Order/s

2.2.4 Outstanding or Meritorious Accomplishments

2.2.5 Educational Record (Transcript of Records, including supporting Certifications)

2.2.6 Certificates of Training/Seminars (at least 3-day duration) attended, including Scholarship Programs, Short Courses, Study Grants, and Chairmanship/Co-chairmanship in a Technical/Planning committee

"Educating for a Strong Republic"

(RD's Office) Tel. nos.: 032-231-1433; 231-1309; 414-7399; Telefax 414-7325; (ARD's Office) Telefax: 032-255-4542;
Field Technical Assistance Division: 032-414-7324; Curriculum and Instruction Division: 032-414-7323; Quality Assurance and
Accountability Division: 032-414-4367; Resource Mobilization and Special Programs and Projects Division: 032-254-7062;
Budget and Finance Division: 032-256-2375; 253-8061; 414-7321; Payroll Service Unit: 032-414-7499;
JAI/EYA/MCG/OAD-PSB/Media Bureau
Administrative Division: 032-414-7326; 255-1313; Planning, Policy and Research Division: 032-233-9030; 414-7065;
Legal Section: 032-414-7366; Cashier Section: 032-231-1071; Records Section: 032-233-4769;
Supply Section: 032-414-7322; Strive: 032-232-9925; 414-0263; Guardhouse: 032-231-2160
Email: www.deped_ro7@yahoo.com

Applicants must bring all their documents for the screening. Applicants who fail to bring requirements such as accomplished CSC Form 212 and machine copies of original documents cannot proceed to the next step of the selection process. Requests for chances to produce documents that are left at home or in their offices will not be accommodated.

3. Important guidelines to adhere to during the preliminary evaluation, screening, and interview are the following:

- 3.1 The PSB Secretariat conducts Preliminary Evaluation to check whether the applicants have met the basic requirements for the vacant position applied for at exactly 8:00 A.M. on the scheduled date. Applicants who fail to arrive at 8:30 A.M. will no longer be entertained.
- 3.2 The QAD Education Program Supervisors validate the authenticity of the photocopied documents by comparing them to the original documents of those applicants who have passed the Preliminary Evaluation.
- 3.3 The PSB in cooperation with its Secretariat assists the applicants in evaluating and scoring their validated documents. Scores are reflected in the LCD-projected **consolidated scoring template** when the PSB has affirmed the accuracy of the scores. Partial ranking results is declared after the evaluation and screening of documents.

Note that the basis for evaluating and scoring applicants' valid documents is the regional contextualization of the scoring standards stipulated in DepED Order No. 66, s. of 2007 (Please see **Enclosure 2 of R.M. No. 0777, s. 2016**).

3.4 The PSB conducts Behavioral Event Interview of the applicants. Final ranking results is declared after encoding the scores.

4. The people designated to conduct the selection process are the following:

PERSONNEL SELECTION BOARD (PSB)

- Chair Dr. Milagros C. Gabia (QAD Chief)
Vice-Chair Dr. Emiliano B. Elnar Jr. (CLMD Chief)
Members 1. Mr. Victor V. Yntig (Administrative Division Chief)
2. Mr. Aniano T. Bautista, Jr. (Finance Division Chief)
3. Mr. Tomas T. Pastor (Representative, Level 2 Employees)
4. Mr. Glenn Orat (Representative, Level 1 Employees)

PSB Secretariat


- Ms. Merden C. Largo-Bryant (QAD EPS)
Ms. Ameelyn T. Coca (PDO II-ORDir)

Credential Validators

- Mr. Roger Bajo (QAD EPS)
Dr. Eduardo F. Omaña (QAD EPS)
Dr. Eduardo C. Bacaltos (QAD EPS)

5. For further details, please contact DepED Region VII PSB Secretariat through telephone number (032) 231-1071.

6. For immediate and wide dissemination.


JULIET A. JERUTA, Ph.D., CESO V
Director III
OIC-Regional Director

ENCLOSURE 1

**SCHEDULE OF SCREENING AND BASIC REQUIREMENTS
FOR QUALIFIED APPLICANTS**

SCREENING DATE	POSITION	BASIC REQUIREMENTS TO BE PART OF SCREENING			
January 6, 2016	Accountant II for Finance Division (2 vacancies)	Bachelor's Degree in Commerce/ Business Administration major in Accounting	1 year relevant experience	4 hours relevant training	RA 1080 Certified Public Accountant
January 6, 2016	Administrative Officer II	Bachelor's Degree	1 year relevant experience	4 hours relevant training	Career Service (Professional) Second Level Eligibility
January 6, 2016	Administrative Assistant I	Must be able to read and write/elementary School Graduate; High School Graduate r completion of relevant vocational/trade course; completion of 2-year studies in College or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11, s. 1996 Career Service (Sub-professional) First Level Eligibility
January 6, 2016	Education Program Supervisor for HRDD	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	2 years as principal or 2 years as Head Teacher or 2 years as Master Teacher	8 hours of relevant training	RA 1080 (Teacher)
January 6, 2016	Education Program Supervisor (Araling Panlipunan) for CLMD	Master's Degree in Education or other relevant Master's Degree with specific area of specialization (Araling Panlipunan)	2 years as principal or 2 years as Head Teacher or 2 years as Master Teacher	8 hours of relevant training	RA 1080 (Teacher)
January 6, 2016	Administrative Aide VI for Administrative Division	Must be able to read and write/elementary School Graduate; High School Graduate r completion of relevant vocational/trade course; completion of 2-year studies in College or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of training	Relevant MC 11, s. 1996 Career Service (Sub-professional) First Level Eligibility