



November 5, 2018

DIVISION MEMORANDUM

No. 769 s, 2018

**SCHEDULE OF INTERVIEW AND DOCUMENTS VERIFICATION OF QUALIFIED APPLICANTS
FOR THE VARIOUS VACANT NON-TEACHING AND TEACHING-RELATED POSITIONS AS PER
DIVISION MEMO NO.535, S.2018 OF DEPED CEBU PROVINCE FOR SY 2018-2019**

**TO: Assistant Schools Division Superintendents
Division Chiefs/ Supervisors /Coordinators / Specialists
District Supervisors /District OIC's/Caretakers
School Heads, Teachers (Elem and Sec)
All Others Concerned**

1. This Office announces the schedule of interview and documents verification of the qualified applicants as generated by the eRecruitment system for the ADAS II- DISBURSING, ADAS III-BOOKKEEPER and GUIDANCE COUNSELOR II-SHS Positions in this Division for SY 2018-2019. Refer to the following schedule below:


SCHEDULE	VACANCY
NOVEMBER 12, 2018	ADAS III-BOOKKEEPER
NOVEMBER 13, 2018	ADAS II-DISBURSING, GUIDANCE COUNSELOR II-SHS

2. Please refer to attached designated schedules and list of names of the qualified applicants generated in the online application system as of October 31, 2018.

3. Qualified applicants should bring along the printed Confirmation sheet together with original copies of pertinent documents during the interview for validation of information provided at the onset of their application. Please refer to herein attached DepEd Order No. 66, s. 2007 for the **CRITERIA** in ranking applicants. Applicants are advised to provide evidences to support claim of points per Criterion, like Performance Rating (e.g. Evaluation or Performance Rating issued by your employer), Experience (e.g. Certificate of Employment; Service Record), Outstanding Accomplishment (e.g. Authorship, Certificate of Recognition as Speaker, Research, etc.), Education (T.O.R., C.A.V., Diploma, I.D.; etc.) and Training (Certificates from Trainings/Seminars attended), as well as the documents supporting your basic qualifications.

4. Venue for the interview and documents verification will be at the Admin. Office, DepEd Cebu Province, IPHO Bldg., Lahug, Cebu City, Cebu at 8:00 in the morning. Please come on time.

5. For information, dissemination and guidance of all concerned.


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

LIST OF QUALIFIED APPLICANTS GENERATED FROM THE ONLINE APPLICATION SYSTEM AS OF OCTOBER 31, 2018

Scheduled on November 12, 2018

Date Applied		Position	Applicant	email address	contact number	Telephone number	Status
10/31/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	RONDINA, ARIEL MOLEJON	rafaelrondina27@gmail.com	0920 221 1788 or 09202211788	None	Confirmed
10/31/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	DERECHO, DESIREE MAY BURGOS	desireeweak@gmail.com	0910 297 9317 / 0917 813 5915	259 3033	Confirmed
10/29/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	MANTE, NICODEMUS DALAGUIT	nico_mante@yahoo.com	9998702410		Confirmed
10/28/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	PEREZ, HAYDEE MAGNO	perezhm0511@gmail.com	9073971570	NONE	Confirmed
10/27/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	TIPDAS, MARVIN BELICARIO	tipdasmrvin@yahoo.com	9420364694		Confirmed
10/27/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	BELLITA, HONEY MAE PEREZ	hanimae25@gmail.com	9236425582	4348959	Confirmed
10/27/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	IMPERIAL, MERIAM ALAYACYAC	meriam.imperial10@gmail.com	09494336796/0955 6136447		Confirmed
10/26/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	SALA, MARICEL FAMOR	salaricel@yahoo.com	09451577977 /0926 2548255	032 4719617	Confirmed
10/25/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	FERROLINO, RHEA GRACE BELARMINO	rgbferrolino@gmail.com	9951065287		Confirmed
10/25/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	TRAPERO, ALMA DESEO	alma.trapero@deped.gov.ph	9398140149		Confirmed

10/25/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	BERNAL, CHRISTY MARIE AMAZA	christymarie.bernal@yahoo.com	9294831172		Confirmed
10/25/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	TATOY, EVETTE KATHLEEN BIGNO	evette.tatoy@gmail.com	9334870481		Confirmed
10/25/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	DICDICAN, MISAEL RAMOS	misdicdican@gmail.com	9101195250		Confirmed
10/24/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	COTEJO, GLYNMEL NULLA	glyncotejo@yahoo.com	9991081506		Confirmed
10/23/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	RABOY, MARION LESTER TABANYAG	imarionlester@gmail.com	9771362798	4748216	Cancelled/Waived
10/23/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	AVISO, JON KEVIN SINGCO	kiboy123@gmail.com	9397520788		Confirmed
10/23/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	CABALLERO, PRETTY PHAREN AGRAVANTE	danpretz8@yahoo.com.sg	9565382944	322329505	Confirmed
10/22/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	FURTON, TOMAS LUCERNAS	tommyfurton@gmail.com	0938 7240461 or 09387240461	None	Confirmed
10/22/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	GRAVINO, LELEBETH MANUBAG	gravinolelebeth@gmail.com	9295894311	4718314	Confirmed
10/22/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	GRAVINO, LELEBETH MANUBAG	lelebethgravino@gmail.com	9295894311	4718314	Confirmed
10/22/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	CONDES, JANINE ARRIESGADO	jcacondes@gmail.com	9261567446	4378408	Confirmed
10/21/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	GESTA, LYDJIE MAMANGON	lydjiegesta@gmail.com	9358276054	0	Confirmed
10/21/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	MARTINEZ, EMILY EMBALZADO	joshuakyle.martinez123@gmail.com	9217634481		Confirmed

10/19/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	ANCAJAS, ALFREDO JR. VOSOTROS	alfredjr.ancajas@gmail.com	9554559687		Confirmed
10/19/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	TOLEDO, ANA BELLA MARTEL	toledobella21@gmail.com	0943-0606476		Confirmed
10/19/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	QUINANOLA, NERIZEL SALAZAR	qnerizel@yahoo.com	9104012870		Confirmed
10/19/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	DECLANAN, RACHEL GLOVA	rache0513@gmail.com	9265163553	N/A	Confirmed
10/19/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	SON, AMY DOROTHEA RANCES	amydorothea0909@gmail.com	9975345408	N/A	Confirmed
10/19/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	RICONALLA, SHARLENE BACUS	sharlenebacus@yahoo.com	9976025907	032 2697344	Confirmed
10/19/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	SEPULVEDA, MA. RIZZA DALAWIS	marizzasepulveda@yahoo.com	9055265427	n/a	Confirmed
10/19/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	LACAYA, IRISH MAY BESAS	ayreezhlacaya@gmail.com	9459887926		Confirmed
10/19/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	BRIGOLI, ELVISA LARIOSA	elvisabrigoli01@gmail.com	9778091175	032 2342580/032 2342580	Confirmed
10/19/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	OSIA, MICHAELANGELO REVELLAME	narra3@gmail.com	0922-574-4888	n/a	Confirmed
10/19/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	LOBO, LOWELL JAY PUSPUS	lowelljaylobo94@gmail.com	9155288958		Confirmed
10/19/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	CAUSING, EVANTHIA JANE YCONG	ejcausing.ejc@gmail.com	9326069458	N/A	Confirmed
10/19/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	LABAJO, JESSIE ANN VILLARDAR	labajoj.dnb@gmail.com	9235218622	2336053	Confirmed

10/18/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	RABOY, MARION LESTER TABANYAG	marion@bnhs.edu.ph	9771362798	4748216	Confirmed
10/18/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	NOYNAY, NOREEN EPIPHANY ONG	noreenoynay@gmail.com	9365661181		Confirmed
10/18/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	BENLOT, SNOWEY FLORITA	benlotsnowey@gmail.com	9239107984		Confirmed
10/18/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	COMPUESTO, JERRY GUADALQUIVER	jcompass88@gmail.com	9323553070		Confirmed
10/18/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	CATUBAY, PABLITO AVILES	pablito.catubay@dped.gov.ph	9420065169		Confirmed
10/18/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	COMENDADOR, SHYRIL ALARCON	shyirilcomendador@gmail.com	9057316411	NONE	Confirmed
10/18/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	LACNO, LITO ANGAING	li_lacn@yahoo.com	9105131238	N/A	Confirmed
10/18/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	LAGUERTA, DINAH OCANADA	dinahdeborah@gmail.com	9453803851		Confirmed
10/18/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)		aljenylanan@gmail.com	9338160688		Confirmed
10/18/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	ONGYOT, JONALYN REYES	jonix_dude29@yahoo.com	9086978848	032 4625539	Confirmed
10/18/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	DONAIRE, CHARLYN MAE CARTAGENA	cm.donaire04@gmail.com	9554525700		Confirmed
10/17/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	LIM, MA EVA MOLERO	limmaeva33@gmail.com	9128297929		Confirmed
10/17/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	ROJAS, VEMBI CATANA	vembi.rojas@gmail.com	9227501883		Confirmed
10/17/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	GACERA, CLAUDITH ALVIE NA	claidithcag@gmail.com	9233228921		Confirmed

10/17/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	LABAJO, JERISSA MAE VILLARDAR	jeriz.jeray@gmail.com	9436398008		Confirmed
10/17/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	LABAJO, JERISSA MAE VILLARDAR	jerissamae242403.labajo@gmail.com	9436398008		Confirmed
10/17/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	ESPOLITA JR., ANDRES MACABUDBOD	amespolitajr@gmail.com	9159622116	4329051	Confirmed
10/16/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	COLLADO, IRENE CANTERO	icantero_1987@yahoo.com	9261042720		Confirmed
10/16/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	MENDOZA, PAOLO MATTHEW FERNANDEZ	paolomathewmendoza@gmail.com	0947 9514955	2671528	Confirmed
10/16/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	DEL ROSARIO, JOELITO ORNOPIA	joelitodelrosario280@gmail.com			Confirmed
10/16/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	CASIBAN, LILYBETH CAMELLO	bethcamz20@gmail.com	9105059835	none	Confirmed
10/16/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	FACTURANAN, ELIEZER DOSDOS	elfact_21@yahoo.com	9207462926	4397585	Confirmed
10/16/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	NGOJO, MONA LIZA OCHEA	monangojo18@gmail.com	9975547883		Confirmed
10/16/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	CORILLA, DARYL MAG- ASIN	daryl.corilla@yahoo.com	9177083808	322365950	Confirmed
10/16/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	SOLANTE, LOREN DEO ESTREMOS	leorendeo.solante@deped.gov.ph	9084451565	NA	Confirmed
10/16/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	GASTADOR, CLYDE CUYOS	clyde_taz@yahoo.com	9085575174		Confirmed
10/16/2018	ADAS320181012-1	ADMINISTRATIVE ASSISTANT - III (Bookkeeper)	ROMA, RHONA MAE TOLENTINO	rhonamaeroma@gmail.com	9326384405		Confirmed

LIST OF QUALIFIED APPLICANTS GENERATED FROM THE ONLINE APPLICATION SYSTEM AS OF OCTOBER 31, 2018

Scheduled on November 13, 2018

Date Applied		Position	Applicant	email address	contact number	Telephone nu	Status	
10/29/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	RONDINA, ARIEL MOLEJON	rafaelrondina27@gmail.com	0920 221 1788 or 09202211788	None	Confirmed	
10/28/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	PEREZ, HAYDEE MAGNO	perezhm0511@gmail.com	9073971570	NONE	Confirmed	
10/27/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	BUENAVISTA, AILYN GARMA	ailyngbuenavista@gmail.com	9325760423	9325760423	Confirmed	
10/27/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	BELLITA, HONEY MAE PEREZ	hanimae25@gmail.com	9236425582	4348959	Confirmed	
10/27/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	TIPDAS , MARVIN BELICARIO	tipdasmrvin@yahoo.com	9420364694		Confirmed	
10/25/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	ABEJUELA, MARICHU OLMILLA	uchiramabejuela1979@gmail.com	9457162967	none	Confirmed	
10/25/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	CUESTA, ROLANDO LUCERNAS	sacasues@gmail.com	0918 4074415 or 09184074415	None	Confirmed	

10/25/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	TRAPERO, ALMA DESEO	alma.trapero@depd.gov.ph	9398140149		Confirmed	
10/25/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	BERNAL, CHRISTY MARIE AMAZA	christymarie.bernal@yahoo.com	9294831172		Confirmed	
10/23/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	FURTON, TOMAS LUCERNAS	tommyfurton123@gmail.com	0938 7240461 or 09387240461	None	Confirmed	
10/23/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	DICDICAN, MISAEL RAMOS	misdicdican@gmail.com	9101195250		Confirmed	
10/22/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	FURTON, TOMAS LUCERNAS	tommyfurton@gmail.com	0938 7240461 or 09387240461	None	Confirmed	
10/22/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	SALOCOT, RIZA PASQUIL	salocotriza1@gmail.com	9562783840	n/a	Confirmed	
10/22/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	LOPENA, TITA OREVILLO	tats_utac@yahoo.com	9254743764		Confirmed	
10/22/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	GOTGOT JR, FETZWARIN CONTRERAS	wfcg72@gmail.com	9988650287		Confirmed	

10/22/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	BACOLOD, BELLA SUICO	bella_bacolod@yahoo.com	9184729216	n/a	Confirmed	
10/22/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	CONDES, JANINE ARRIESGADO	jcacondes@gmail.com	9261567446	4378408	Confirmed	
10/21/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	PILOTO, MARY ANN SEGISMAR	mariah20ann@yahoo.com	9262154359	(032) 318-7386	Confirmed	
10/19/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	LABADIA, ANTONIO JR CABRERA	tonzkielabadia@gmail.com	9107319110	2618201	Confirmed	
10/19/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	ANCAJAS, ALFREDO JR. VOSOTROS	alfredjr.ancajas@gmail.com	9554559687		Confirmed	
10/19/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	QUINANOLA, NERIZEL SALAZAR	qnerizel@yahoo.com	9104012870		Confirmed	
10/19/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	CILOS, ANNACEL AMBAYEC	anne_cilos@yahoo.com	9456142886		Confirmed	
10/19/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	AREVALO, VICTOR MONZOLIN	victorkraken12@gmail.com	9224244137		Confirmed	

10/19/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	LAÑAS, CONSOLACION OVILLO	consolacionlaas@yahoo.com	9471935977	NONE	Confirmed	
10/19/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	COLLADO, IRENE CANTERO	icantero_1987@yahoo.com	9261042720		Confirmed	
10/19/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	CARUANA, JENELYN BERANIO	jenelyn.caruana123@gmail.com	9480166754	n/a	Confirmed	
10/19/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	ATILLO, HANNALEE LIAO	hannaleeatillo@gmail.com	9157575328		Confirmed	
10/19/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	SEPULVEDA, MA. RIZZA DALAWIS	marizzasepulveda@yahoo.com	9055265427	n/a	Confirmed	
10/19/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	DOROY, JENNY LYN CANINO	xan_ynxs@yahoo.com	9260363523	324689254	Confirmed	
10/19/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	GORGONIO, CHRISMIE INOCILLAS	chrismiegorgonio92@gmail.com	9101207396	9101207396	Confirmed	
10/19/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	LACAYA, IRISH MAY BESAS	ayreezhlacaya@gmail.com	9459887926		Confirmed	

10/19/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	ENRIQUEZ, MYLA CAPUL	myla.enriquez13@yahoo.com	9335185182		Confirmed	
10/19/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	CAUSING, EVANTHIA JANE YCONG	ejcausing.ejc@gmail.com	9326069458	N/A	Confirmed	
10/19/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)		chrismiegorgonio@yahoo.com			Confirmed	
10/19/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	GASCON, CHARMAINE GRACE GABUTERO	charmainegracegascon@gmail.com	9561501078	n/a	Confirmed	
10/18/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	DONAIRE, ROSEMARIE ESTRERA	jaw.red26@gmail.com	9057329870		Confirmed	
10/18/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	ATILLO, HANNALEE LIAO	atillohannalee@yahoo.com.ph	0912 5815 368		Confirmed	
10/18/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	GONZALES, TRASSY	trassy.gonzales@yahoo.com.ph	9339341324		Confirmed	
10/18/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	DELA CALZADA, JANICE ETCUBAN	jingle0330@yahoo.com			Confirmed	

10/18/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	COMPUESTO, JERRY GUADALQUIVER	jcompass88@gmail.com	9323553070		Confirmed	
10/18/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	BERMOY, FLORELYN GANDAMON	glingdying@yahoo.com	9105041558	N/A	Confirmed	
10/18/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	SULIANO, JEZREEL HOPE PENAFLOR	sulianojezreelho@yahoo.com	9451442339		Confirmed	
10/18/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	ILUSTRISIMO, CHRISTINE VINA VILLACARLOS	christinevina04@gmail.com	9128467542		Confirmed	
10/18/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	VIDAL, CINDILIN LAID	cindzlvidal@gmail.com	9091519984	4229206	Confirmed	
10/18/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	COMENDADOR, SHYRIL ALARCON	shyirilcomendador@gmail.com	9057316411	NONE	Confirmed	
10/18/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	GONZAGA, RHEA LEE NUDALO	rhealee.gonzaga@yahoo.com	9266547022	N/A	Confirmed	

10/18/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	DAMAYO, JESELLE ANDRINO	andrinojeselle@gmail.com	9751395442	n/a	Confirmed	
10/18/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	DELICANO, YVONNE GRACE ABELLA	yvonedelicano@gmail.com	9480783909	2546391	Confirmed	
10/18/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	JAVA, SAYRA MAE SEMBLANTE	jsayramae@yahoo.com	9975899609	n/a	Confirmed	
10/18/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	BATULAN, KATRINA GONZALES	katrinabatulan@gmail.com	0943 816 2717 / 0995 488 2959		Confirmed	
10/18/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	VILLANUEVA, CESAR MENDIOLA	villanueva_jordana@yahoo.com	9232349314		Confirmed	
10/18/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	PUSO, CYNDELIN RODRIGO	cyndelinpuso859@gmail.com	9420065169		Confirmed	
10/18/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)		aljenylanan@gmail.com	9338160688		Confirmed	
10/17/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	DAUBA, FLORIDA SUMAYANG	florida_dauba@yahoo.com	9364368292		Confirmed	

10/17/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	DAUBA, FLORIDA SUMAYANG	florida_dauba38@yahoo.com	9364368292		Confirmed	
10/16/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	JUMAO-AS, JULIVEN MALUYA	jumaoasvince79@gmail.com	0939 603 1628		Confirmed	
10/16/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	BALILI, FLORA MAE GIMENEZ	charmie_dale@yahoo.com		9	Confirmed	
10/16/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	ILLUT, JURY DINA MAGDADARO	j.illut@yahoo.com	9123627303		Confirmed	
10/16/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	DEL ROSARIO, JOELITO ORNOPIA	joelitodelrosario280@gmail.com			Confirmed	
10/16/2018	ADAS220181 012-1-DISB	ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)	NGOJO, MONA LIZA OCHEA	monangojo18@gmail.com	9975547883		Confirmed	
10/24/2018	GUIDC220181 012-1	GUIDANCE COUNSELOR - II	SECUYA, CHRISTOPHER CANSANCIO	secuyachristopher@gmail.com	9232871268	032 2606683	Confirmed	



Republic of the Philippines
Department of Education



314 A

Tanggapan ng Kalihim
Office of the Secretary

SEP 17 2007

DEPED ORDER

No. 66, s. 2007

REVISED GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER
TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS

To : Undersecretaries
Assistant Secretaries
Bureau/Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads

1. The Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions were promulgated under DepED Order No. 54, series of 1993 entitled "The DECS System of Ranking Positions and Employees".
2. To further achieve the principles of merit and fitness; objectivity and uniformity in evaluation; and strengthening of the selection process for other teaching, related teaching and non-teaching personnel in the Department, significant revisions are hereby adopted.
3. Immediate dissemination of and compliance with this Order is directed.


JESLI A. LAPUS
Secretary

Encl: As stated

Reference: DepED Order: (No. 54, s. 1993)

Allotment: 1--(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT, EMPLOYMENT
EMPLOYEES
OFFICIALS
POLICY
PROMOTION
QUALIFICATION
TEACHERS

GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS

These guidelines shall apply to the appointment and promotion of Teaching and Related Teaching Group such as: Teacher II and III; Education Supervisor I, II and III; Chief Education Supervisor, Education Program Specialist I and II, Senior Education Program Specialist, Chief Education Program Specialist, Guidance Counselors, Guidance Coordinators and other teaching and related teaching positions indicated in the Magna Carta for Public Schools Teachers, except School Heads – Principals and Head Teachers; and all Non-Teaching Group.

I. PROCEDURE

The HRMO/In-Charge of Personnel shall:

1. Publish vacant position/s in the Civil Service Commission (CSC) Bulletin of Vacancies or through other modes of publication pursuant to RA 7041 (Requiring the Regular Publication of Existing Vacant Positions in Government Officers)
2. Announce vacant position/s to be filled and post in at least three (3) conspicuous places in the DepED offices/schools concerned for at least fifteen (15) working days.
3. List applicants for the vacant position/s, both from inside and outside of DepED offices/schools.
4. Conduct preliminary evaluation of the qualifications of all applicants.
Require original candidates/appointees to undergo Psychological tests done by accredited institution, or as may be necessary.
5. Prepare selection line-up which shall reflect the qualifications of candidates.
6. Post in three (3) conspicuous places in DepED offices/schools for at least fifteen (15) calendar days. The date of posting shall be indicated in the notice.
7. Notify all applicants of the outcome of the preliminary evaluation.
8. Submit the selection line up to the PSB/C for deliberation *en banc*.

The Personnel Selection Board (PSB) shall:

9. Evaluate and deliberate the qualifications of those listed in the selection line up *en banc*.
10. Make a systematic assessment of the qualifications and competence of candidates for appointment to the vacant position.
11. Conduct further assessment such as: written examination, skills tests, interview and others of qualified candidates.

12. Submit to the appointing authority the short list of five ranking candidates, whenever possible, whose over-all point scores are comparatively at par with each other based on the comparative assessment of the determinant factors cited herein in II item 5.

The Appointing Official shall:

13. Assess the list of top five candidates for appointment submitted by the PSB/C.
14. Select from among the top five candidates the one deemed most qualified for appointment to the vacant position.
15. Issue appointment in accordance with existing Civil Service rules and regulations.

The Personnel Office shall post the appointment a day after its issuance for fifteen (15) calendar days in at least three (3) conspicuous places in the DepED offices/schools concerned. The date of posting should be indicated in the notice.

II. COMPOSITION OF THE PERSONNEL SELECTION BOARD (PSB)

The PSB shall be composed of the following:

1. In the Central Office:

Chairperson: Undersecretary

Vice-Chairperson: Assistant Secretary

Members:

Head of Office where the vacancy exists

Chief, Personnel Division

One (1) representative of the DepED Employees' Union,
either for the first or second level, as the case may be

2. In the Regional Office:

Chairperson: Assistant Regional Director

Members:

Chief of the Division/Unit where the vacancy exists

Chief, Administrative Division

Chief Administrative Officer V (HRMO III)

One (1) representative of the DepED Employees' Union,
either for the first or second level, as the case may be

3. In the Schools Division:

Chairperson: Assistant Schools Division Superintendent

Members:

Head of the school where the vacancy exists

Administrative Officer V

Administrative Officer II (HRMO I)

President of the Division DepED Employees' Union/Non-
Teaching Association/Faculty Association, as the case may be

4. In the School:

4.1 Central elementary schools and non-central elementary schools:
Chairperson: Principal/School Head
Members: Four (4) members from among the Grade Level Chairpersons

4.2 Elementary schools with no school head:

The SDS shall identify the committee of five (5) to take care of the entire group of schools of this type. Contiguous or proximate schools shall be clustered to complete the group of five.

4.3 Secondary schools with existing department heads:

4.3.1 Teaching Positions

Chairperson: Principal/School Head
Members: Department Head where vacancy exists
Department Head
Administrative Officer
President of Teachers' Association

For secondary schools with no existing department heads, the school head shall designate the members of the committee from among the faculty on the basis of qualification and demonstrated credible competence.

4.3.2 Non-Teaching Positions

Chairperson: Principal/School Head
Members: Two (2) Department Heads
Administrative Officer
President of Employees' Union/President of Non-Teaching Association

III. COMPUTATION OF POINTS

The Personnel Selection Board / Committee (PSB/C) shall evaluate the candidates for promotion using the table as indicated for specific positions and assign points for the sub-items under a particular criterion. Such point assignments indicated in "Annex A" shall be uniformly applied and implemented for all promotions in the Central, Region and Division offices.

TEACHING AND RELATED TEACHING GROUP

<u>CRITERIA</u>	<u>POINTS</u>
Performance	35
Experience	5
Outstanding Accomplishments (Meritorious Accomplishments)	20
Education	25
Training	5
Psycho-social attributes	5
Potential	5
TOTAL	100

NON-TEACHING GROUP

CRITERIA	Level 1	Level 2
Performance	35	30
Experience	5	10
Outstanding Accomplishments (Meritorious Accomplishments)	5	20
Education	10	15
Training	10	10
Potential	20	10
Psycho-social attributes	15	5
TOTAL	100	100

A. Performance Rating

The performance rating of the candidate for the last three (3) rating periods prior to screening should be at least *Very Satisfactory*.

B. Experience

Experience must be relevant to the duties and functions of the position to be filled.

C. Outstanding Accomplishments *(there must be a search)*

a. Outstanding Employee Award

- Awardee in the school
- Nomination in the division/awardee in the district (1)
- Nomination in the region/awardee in the division (2)
- Nomination in the Department/awardee in the region (3)
- National awardee (4)

b. Innovations

Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official:

- Conceptualized
- Started the implementation (1)
- Fully implemented in the school (2)
- Adopted in the district (3)
- Adopted in the division (4)

c. Research and Development Projects

- Action research conducted in the school level (1)
- Action research conducted in the district level (2)
- Action research conducted in the division level (4)

d. Publication/Authorship

- Articles published in a journal/newspaper/magazine of wide circulation *(1 pt per article)*
- Co-authorship of a book (shall be divided by the number of authors)
- Sole authorship of a book (4)

- e. Consultant/Resource Speaker in Trainings/Seminars/
Workshops/Symposia
- District level
 - Division level
 - Regional level
 - National level
 - International level

D. Education and Training

a. Education

- Complete Academic Requirements for Master's Degree
- Master's Degree
- Complete Academic Requirements for Doctoral Degree
- Doctoral Degree

b. Training

Participant in a specialized training
e.g. Scholarship Programs, Short Courses, Study Grants

Participant in three (3) or more training activities in each level
conducted for at least three (3) days not credited during the last
promotions:

- District Level
- Division Level
- Regional Level

Participant in one (1) training conducted for at least three (3) days
not credited during the last promotions:

- National Level
- International Level

Chair/Co-chair in a technical/planning committee

- District Level
- Division Level
- Regional Level
- National Level
- International Level

E. Potential

This refers to the capacity and ability of a candidate to assume the duties of
the position to be filled up and those of higher level.

The Personnel Selection Board/Committee (PSB/C) shall determine the
potentials of the candidate based on each of the following components:

1. Communication Skills
Speaks and writes effectively in Filipino and English.
2. Ability to Present Ideas
Presents well-organized and precise ideas with
marked command of the language used.

3. Alertness
Manifests presence of mind and awareness of the environment.
4. Judgment
Demonstrates sound judgment.
5. Leadership Ability
Influences others to do the tasks for him.

F. Psychosocial Attributes and Personality Traits

This factor includes human relations, stress tolerance and decisiveness, which would indicate the capability of the candidate to be assets to the entire service system and utilize his/her talents and expertise to the maximum.

a. Human Relations

1. Adjusts to the variety of personalities, ranks and informal groups present in the organization
2. Internalizes work changes with ease and vigor
3. Accepts constructive criticisms objectively whether from his subordinates, peers or superiors
4. Observes proper decorum in relating with superiors and peers
5. Takes the initiative to organize work groups, adopt procedures and standards in his own level

b. Decisiveness

1. Thinks logically and acts accordingly
2. Considers alternatives and recommends solutions when faced with problem situations
3. Gives convincing recommendations and suggestions
4. Acts quickly and makes the best decision possible
5. Exercises flexibility

c. Stress Tolerance

1. Exercises high degree of tolerance for tension resulting from increasing volume of work, organizational change, environmental conflicts, etc.
2. Uses coping mechanisms to handle creatively tensions resulting from one's work.
3. Controls negative manifestations of emotions.
4. Performs satisfactorily his duties and functions in a tension-laden situation.
5. Channels negative emotions to positive and constructive endeavors.

IV. REPEALING CLAUSE

All rules, regulations and issuances, which are inconsistent with these guidelines are hereby repealed or modified accordingly.

V. **SANCTIONS**

Anyone found guilty of violating the provisions of this MSP and the enclosed guidelines or parts thereof shall be dealt with accordingly.

VI. **EFFECTIVITY**

The provisions of this Order shall take effect immediately.


JESLI A. LAPUS
Secretary

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SPECIFIC NUMBER OF POINT/S ASSIGNED TO EACH CRITERION

CRITERIA	TEACHING AND RELATED TEACHING	NON-TEACHING GROUP	
		Level 1	Level 2
A. Performance Rating	35	35	30
<i>Performance rating for the last 3 rating periods should be at least Very Satisfactory</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 35%</i>	<i>Average of the numerical ratings multiplied by 30%</i>
B. Experience	5	5	10
<i>Experience must be relevant to the duties and functions of the position to be filled.</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed five (5) points</i>	<i>Every year given a point but not to exceed ten (10) points</i>
C. Outstanding Accomplishments (Meritorious Accomplishments)	20	5	20
<i>a. Outstanding Employee Award</i>	4	1	4
<i>b. Innovations</i>	4	1	4
<i>c. Research & Development Projects</i>	4	1	4
<i>d. Publication/Authorship</i>	4	1	4
<i>e. Consultant/Resource Speaker in Trainings/Seminars</i>	4	1	4
D. Education	25	10	15
<i>• Complete Academic Requirements for Master's Degree</i>	10	6	7
<i>• Master's Degree</i>	15	7	10
<i>• Complete Academic Requirements for Doctoral Degree</i>	20	9	13
<i>• Doctoral Degree</i>	25	10	15
Training	5	10	10
<i>Participant in a specialized training, e.g. Scholarship Programs, Short courses, Study Grants</i>	<i>One point for every month of attendance but not to exceed five (5) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>	<i>One point for every month of attendance but not to exceed ten (10) points</i>
<i>Participant in three (3) or more training activities in each level conducted for at least three (3) days not credited during the last promotions:</i>			
<i>• District Level</i>	1	2	2
<i>• Division Level</i>	2	4	4
<i>• Regional Level</i>	3	6	6
<i>Participant in one (1) training conducted for at least three (3) days not credited during the last promotions:</i>			
<i>• National Level</i>	4	8	8
<i>• International Level</i>	5	10	10