



March 11, 2019

DIVISION MEMORANDUM

No. 15 s, 2019

SCHEDULE OF INTERVIEW AND DOCUMENTS VERIFICATION OF APPLICANTS FOR THE VARIOUS VACANT NON-TEACHING AND TEACHING-RELATED POSITIONS AS PER DIVISION MEMO NO.92, S.2019 OF DEPED CEBU PROVINCE FOR SY 2019-2020

**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 applicants per list generated in the Online Application System for the following various vacant Non-Teaching and Teaching-Related Positions in this Division for SY 2019-2020 (per Division Memo no. 92, s. 2019). Refer to the following schedule below:

SCHEDULE	VACANCY
APRIL 8, 2019	Senior Education Program Specialist (Social Mobilization); Administrative Officer IV (HRMO); Guidance Counselor II-SHS
APRIL 10, 2019	Administrative Assistant II (Disbursing); Administrative Aide VI
APRIL 12, 2019	Administrative Assistant III (Bookkeeper)

2. Please refer to attached designated schedules and list of names of applicants generated in the Online Application System as of February 26, 2019.

3. Applicants should bring along the photocopies of documents & printed Confirmation sheet together with the original copies of the 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. with C.A.V.**, Diploma, C.A.R. certification, etc.), Eligibility (PRC ID, CSC eligibility Cert., 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 Social Hall, DepEd Cebu Province, IPHO Bldg., Lahug, Cebu City, Cebu, 8:30AM. Please come on time.

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


RHEA MARA ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

INTERVIEW SCHEDULE: APRIL 8, 2019

<u>Date</u>	<u>Vacancy ID</u>	<u>Position</u>	<u>Full Name</u>
2/26/2019	ADOF42019214-1- HRMO	ADMINISTRATIVE OFFICER IV - HRMO	MONTEROSO, JESSICA HOMECILLO
2/25/2019	ADOF42019214-1- HRMO	ADMINISTRATIVE OFFICER IV - HRMO	TIGLEY, MARIA ALMA DALIGDIG
2/22/2019	ADOF42019214-1- HRMO	ADMINISTRATIVE OFFICER IV - HRMO	POMAREJOS, MONINA SARAH MATEO
2/22/2019	ADOF42019214-1- HRMO	ADMINISTRATIVE OFFICER IV - HRMO	MONSALUD, ELAILA MAE PELAEZ
2/21/2019	ADOF42019214-1- HRMO	ADMINISTRATIVE OFFICER IV - HRMO	FERNANDEZ, APOLINARIO PALOMARES
2/21/2019	ADOF42019214-1- HRMO	ADMINISTRATIVE OFFICER IV - HRMO	LEPITEN, JOSELITO KINTANAR
2/21/2019	ADOF42019214-1- HRMO	ADMINISTRATIVE OFFICER IV - HRMO	ABAYAN, ALVIN MARTIN LENTERNA
2/20/2019	ADOF42019214-1- HRMO	ADMINISTRATIVE OFFICER IV - HRMO	ALEGRADO, ROSELITO ROSELL
2/20/2019	ADOF42019214-1- HRMO	ADMINISTRATIVE OFFICER IV - HRMO	IGNARIO, MITCHEL PASIGNAJEN
2/19/2019	ADOF42019214-1- HRMO	ADMINISTRATIVE OFFICER IV - HRMO	MONTEGRANDE, DIANNE ISABEL KISEO
2/19/2019	ADOF42019214-1- HRMO	ADMINISTRATIVE OFFICER IV - HRMO	QUIROL, JENNYLYN WAGAS
2/18/2019	ADOF42019214-1- HRMO	ADMINISTRATIVE OFFICER IV - HRMO	BARRO, GERALEN OSABEL
2/18/2019	ADOF42019214-1- HRMO	ADMINISTRATIVE OFFICER IV - HRMO	PIJO, MARIA ANABEL JUMAO-AS
2/18/2019	ADOF42019214-1- HRMO	ADMINISTRATIVE OFFICER IV - HRMO	CORCUERA, ANGELA FRITZIE LAGULA
2/18/2019	ADOF42019214-1- HRMO	ADMINISTRATIVE OFFICER IV - HRMO	TATOY, EVETTE KATHLEEN BIGNO
2/15/2019	ADOF42019214-1- HRMO	ADMINISTRATIVE OFFICER IV - HRMO	LUCERO, IVY OZENZA
2/15/2019	ADOF42019214-1- HRMO	ADMINISTRATIVE OFFICER IV - HRMO	FERROLINO, KEN VIRGIN LAMPAJO
2/15/2019	ADOF42019214-1- HRMO	ADMINISTRATIVE OFFICER IV - HRMO	FAMOR, ARNELLE LLEGO

INTERVIEW SCHEDULE: APRIL 8, 2019

Date	Vacancy ID	Position	Full Name
2/26/2019	SREPS2019214-1-SOCMOB	EDUCATION PROGRAM SPECIALIST II - SOC. MOB.	TAUTHO, MARINA BUENTRAGO
2/20/2019	SREPS2019214-1-SOCMOB	EDUCATION PROGRAM SPECIALIST II - SOC. MOB.	RENTUCAN, MARIA LUISA DAMONSONG
2/18/2019	SREPS2019214-1-SOCMOB	EDUCATION PROGRAM SPECIALIST II - SOC. MOB.	JOSEP, JUVY EARL DELFIN
2/18/2019	SREPS2019214-1-SOCMOB	EDUCATION PROGRAM SPECIALIST II - SOC. MOB.	TANGAL, FELEX NAVARRO
2/18/2019	SREPS2019214-1-SOCMOB	EDUCATION PROGRAM SPECIALIST II - SOC. MOB.	TULING, HARLEY NONE
2/17/2019	SREPS2019214-1-SOCMOB	EDUCATION PROGRAM SPECIALIST II - SOC. MOB.	EULDAN, JOHN AYAN LUMALA
2/17/2019	SREPS2019214-1-SOCMOB	EDUCATION PROGRAM SPECIALIST II - SOC. MOB.	EULDAN, JOHN AYAN LUMALA
2/15/2019	SREPS2019214-1-SOCMOB	EDUCATION PROGRAM SPECIALIST II - SOC. MOB.	PILI, JOEL CONSTANCIO
2/14/2019	SREPS2019214-1-SOCMOB	EDUCATION PROGRAM SPECIALIST II - SOC. MOB.	REDOBLE, JOHN RALLAN
2/14/2019	SREPS2019214-1-SOCMOB	EDUCATION PROGRAM SPECIALIST II - SOC. MOB.	BLANCO, NORMAN OLAYBAR

INTERVIEW SCHEDULE: APRIL 8, 2019

<u>Date</u>	<u>Vacancy ID</u>	<u>Position</u>	<u>Full Name</u>
2/22/2019	GUIDC22019214-1-SHS	GUIDANCE COUNSELOR II - SHS	ROJO, SANVI SALA
2/19/2019	GUIDC22019214-1-SHS	GUIDANCE COUNSELOR II - SHS	INDINO, JENNIFER SOLIBIO
2/19/2019	GUIDC22019214-1-SHS	GUIDANCE COUNSELOR II - SHS	MONSALUD, ELAILA MAE PELAEZ
2/14/2019	GUIDC22019214-1-SHS	GUIDANCE COUNSELOR II - SHS	CABAG, JESIEL ANN BAYLOSIS

INTERVIEW SCHEDULE: APRIL 10, 2019

Vacancy ID	Position	Full Name
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	LUAGUE, ROLAND JOHN UY
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	LUNOR, LIEZEL MANINGO
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	SANJORJO, LEZA ELMUNDO
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	BENATIRO, EARL NIÑO LLEVER
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	GUMERA, EVA CALABROSO
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	PELAYO, JAKE MAGLASANG
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	VILLAGONZALO, LORNA SORIA
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	DE LA PIEDRA, MARISA MANOS
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	MICABALO, ROSALYN ENGUITO
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	NUÑEZ, KRISTIAN AGAPE
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	ESPELETA, REZA SERVILA
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	MAMOLANG, CAMYL ADLAO
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	HITALIA, LYCEL GREGORIOS
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	PISAO, LENORE BONTIA
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	, JANE PIASAN
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	ALEGRADO, ROSELITO ROSELL
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	PISAO, LENORE BONTIA
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	QUIMADA, MARY JEM AMODIA
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	LIMSONERO, EDEVA JUNE RICARTE
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	ORTEGA, KAREN LABASTIDA
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	CECILIA, LABUSTRO BOHOL

ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	RALLOS, MA. ANGELIE MILAN
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	GONZALES, ARGIE DALURA
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	RONDINA, ARIEL MOLEJON
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	LOBO, LOWELL JAY PUSPUS
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	SULLANO JR, FORTUNATO GENERALAO
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	LUCERO, IVY OBENZA
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	CAPARIDA, CLAUDINE DEIPARINE
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	ROSALES, SHERYL ANA QUIÑANOLA
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	FREJOLES, EMILY CULANAG
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	FIEL, MELIZA GULFAN
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	ORTEGA, EDLYN FRANCISCO
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	NOYNAY, NOREEN EPIPHANY ONG
ADAS22019214-1-DISB	ADMINISTRATIVE ASSISTANT II - DISBURSING OFFICER	BACOLOD, BELLA SUICO

INTERVIEW SCHEDULE: APRIL 10, 2019

Date	Vacancy ID	Position	Full Name
2/26/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	LAWAS, DENNYDEX GONGORA
2/25/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	SANJORJO, LEZA ELMUNDO
2/25/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	LUNOR, LIEZEL MANINGO
2/24/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	BENATIRO, EARL NIÑO LLEVER
2/24/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	ESCALANTE, SHIELA MARIE VIOLON
2/24/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	ESCALANTE, SHIELA MARIE VIOLON
2/23/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	ABAD, JUDITH DAMOLE
2/23/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	VILLARIN, AUGUSTUS ALFONSO TENEBROSO
2/22/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	PELAYO, JAKE MAGLASANG
2/22/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	SOMBILON, MARIBEL CARUZ
2/22/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	MASONG, SHIELA MAY COLE
2/22/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	MONSALUD, ELAILA MAE PELAEZ
2/22/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	SANJORJO, LEZA ELMUNDO
2/21/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	,
2/21/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	QUIJANO, MYLEN GILBUENA
2/21/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	BEJONA, BABY LYN MEDOZA
2/20/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	ESPELETA, REZA SERVILA
2/19/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	MAGALSO, JANETTE ONDOY
2/19/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	HORTEZUELA, JADE RIVERA
2/19/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	QUIMADA, MARY JEM AMODIA
2/19/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	SANCHEZ JR, JOEL POLIDO
2/18/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	JUMAO-AS, JULIVEN MALUYA
2/18/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	MAYOR, REZEL DIOCAMPO
2/18/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	FORTUNADO, JOAN EKS
2/18/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	CELINO, MARY ANN BUCANEGRA
2/16/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	DE LA CRUZ, WELLA JEAN SAAVEDRA
2/16/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	TAMPUS, ANN SHEENA MARGARET
2/16/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	CEBALLOS
2/16/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	RONDINA, ARIEL MOLEJON
2/15/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	DIAZ, MARIE CONCHA PANUGALING
2/15/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	LUCERO, IVY OBENZA
2/15/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	ASENTISTA, JOCELYN CEPUCADO
2/15/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	NARDO, ROBERT ANTHONY PERALES
2/14/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	GONZALES, ARGIE DALURA
2/14/2019	ADA62019214-1	ADMINISTRATIVE AIDE VI	LOYOLA, MARCO JOSE BARRIGA

INTERVIEW SCHEDULE: APRIL 12, 2019

Date	Vacancy ID	Position	Full Name
2/26/2019	ADAS32019214-1-BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	OBEDA, MARIBEC DELEGENCIA
2/26/2019	ADAS32019214-1-BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	ALVARADO, MARIE DITHA ELECCION
2/26/2019	ADAS32019214-1-BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	SALA, MARICEL FAMOR
2/26/2019	ADAS32019214-1-BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	YLANAN, IVONY ANDRIN
2/26/2019	ADAS32019214-1-BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	FRIOLO, AILEEN OMIPING
2/26/2019	ADAS32019214-1-BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	LOQUELLANO, ANIEL TUdTUD
2/24/2019	ADAS32019214-1-BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	BENATIRO, EARL NIÑO LLEVER
2/24/2019	ADAS32019214-1-BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	YRAUDA, MIGUELITO ANGELO II JAMIRO
2/23/2019	ADAS32019214-1-BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	PILAPIL, JAMES ICOT
2/23/2019	ADAS32019214-1-BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	RICA, MARIA DEONA NAVARRO
2/22/2019	ADAS32019214-1-BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	LA GUARDIA, JOEWENA RABOR
2/22/2019	ADAS32019214-1-BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	PELAYO, JAKE MAGLASANG
2/22/2019	ADAS32019214-1-BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	OQUINA, MAE ANN MASONG
2/22/2019	ADAS32019214-1-BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	MANGUBAT, JESSIE MORATA
2/21/2019	ADAS32019214-1-BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	FERNANDEZ, APOLINARIO PALOMARES
2/21/2019	ADAS32019214-1-BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	MAGALLANES, NIÑA GRACE LAMBO
2/21/2019	ADAS32019214-1-BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	PISAO, LENORE BONTIA
2/21/2019	ADAS32019214-1-BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	LUMAPAS, AIMEE PREAGIDO
2/21/2019	ADAS32019214-1-BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	LUMAPAS, AIMEE PREAGIDO
2/20/2019	ADAS32019214-1-BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	SY, BRANDON ALBON
2/20/2019	ADAS32019214-1-BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	HITALIA, LYCEL GREGORIOS
2/20/2019	ADAS32019214-1-BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	MAMOLANG, CAMYL ADLAO
2/20/2019	ADAS32019214-1-BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	LOQUIAS, MICHAEL PAJO

2/20/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	LUCAÑAS, RONALD SANTIAGO
2/20/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	JAVA, JANE PIASAN
2/20/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	BAYLOSIS, VEE ANN SIMBAJON
2/20/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	ALEGRADO, ROSELITO ROSELL
2/20/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	ALMAZAN, RONNA FE CUIZON
2/20/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	OQUINA, MARY GRACE MASONG
2/20/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	SACLAO, JESSA JANE MAGDALUYO
2/19/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	BARRO, GERALEN OSABEL
2/19/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	INDINO, JENNIFER SOLIBIO
2/19/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	EDISAN, JEL LUBON
2/19/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	IGNARIO, MITCHEL PASIGNAJEN
2/19/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	ORTILANO, CHIQUI LODOVICA
2/19/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	ALCONTIN, LOVELY JOY LIMBAGA
2/19/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	GARZON, SHARON ROSE BENUEZA
2/19/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	LA-AG, CHRISTELLE OLOFERNES
2/19/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	SINGURAN, CHRISTIAN JUN BECIOS
2/19/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	QUIMADA, MARY JEM AMODIA
2/19/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	OLOFERNES, HASUREN ESTRERA
2/19/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	AMBE, LIZA FRANCISCO
2/19/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	FERNANDEZ, CORA SOTTO
2/19/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	QUIROL, JENNYLYN WAGAS
2/18/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	ALOLOR, NAGELY NECESARIO
2/18/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	ORTEGA, KAREN LABASTIDA
2/18/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	PACILAN, MARNEL CARACENA

2/18/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	SALVALEON, ANTHEA BANDOLON
2/18/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	CECILIA, LABUSTRO BOHOL
2/18/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	FREJOLES, EMILY CULANAG
2/18/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	PARAN, PARMIE ABADIEZ
2/17/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	GONZALES, ARGIE DALURA
2/16/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	SARCOS, JASON MAG-ASO
2/15/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	DIMCO, PAUL GONZAGA
2/15/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	GRAVINO, LELEBETH MANUBAG
2/15/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	LUCERO, IVY OBENZA
2/15/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	ROSALES, SHERYL ANA QUIÑANOLA
2/15/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	FERROLINO, KEN VIRGIN LAMPAJO
2/15/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	CAPARIDA, CLAUDINE DEIPARINE
2/15/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	ARNOCO, KRYSEL LOU OLIMBA
2/15/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	HUETE, MIRASOL ARCILLAS
2/15/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	PESCONES, MARY CRIS
2/15/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	YLANAN, ALJEN CATANA
2/15/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	ROJAS, VEMBI CATANA
2/15/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	FIEL, MELIZA GULFAN
2/14/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	NOYNAY, NOREEN EPIPHANY ONG
2/14/2019	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	BACOLOD, BELLA SUICO
	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	TESTA, JULIE ANN G.
	ADAS32019214-1- BOOKKEEPER	ADMINISTRATIVE ASSISTANT III - BOOKKEEPER	MARU, RYAN T.



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

CRITERIA	POINTS
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	15	5
Psycho-social attributes	20	10
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

a. Outstanding Employee Award

- Awardee in the school
- Nomination in the division/awardee in the district
- Nomination in the region/awardee in the division
- Nomination in the Department/awardee in the region
- National awardee

b. Innovations

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

- Conceptualized
- Started the implementation
- Fully implemented in the school
- Adopted in the district
- Adopted in the division

c. Research and Development Projects

- Action research conducted in the school level
- Action research conducted in the district level
- Action research conducted in the division level

d. Publication/Authorship

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

- 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.

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

<i>Chair/Co-chair in a technical/planning committee</i>			
• <i>District Level</i>	1	2	2
• <i>Division Level</i>	2	4	4
• <i>Regional Level</i>	3	6	6
• <i>National Level</i>	4	8	8
• <i>International Level</i>	5	10	10
E. Potential	5	20	10
1. <i>Communication Skills</i>	1	4	2
2. <i>Ability to Present Ideas</i>	1	4	2
3. <i>Alertness</i>	1	4	2
4. <i>Judgment</i>	1	4	2
5. <i>Leadership Ability</i>	1	4	2
F. Psycho-social attributes	5	15	5
a. <i>Human Relations</i>	2	6	2
b. <i>Decisiveness</i>	2	5	2
c. <i>Stress Tolerance</i>	1	4	1
TOTAL	100	100	100