



July 23, 2019

DIVISION MEMORANDUM

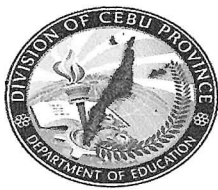
No. 434, s. 2019

**RANKING OF APPLICANTS FOR THE POSITIONS OF PUBLIC SCHOOLS DISTRICT SUPERVISORS,
 NURSE II, REGISTRAR I, AND SENIOR HIGH SCHOOL ADMINISTRATIVE ASSISTANT II
 FOR SCHOOL YEAR 2019-2020**

To: Assistant Schools Division Superintendents
 CID and SGOD Chiefs
 Education Supervisors / Coordinators
 Division Section Heads
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 All Teaching and Non-Teaching Personnel
 All Others Concerned

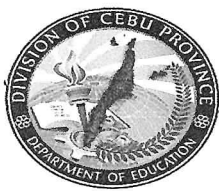
1. This Office announces the ranking of applicants for the positions of Public Schools District Supervisor, Nurse II, Registrar I, and Senior High School Administrative Assistant II for School Year 2019-2020 with the following basic qualifications:

Positions	Salary Grade	BASIC QUALIFICATION STANDARDS			
		Education	Experience	Training	Eligibility
Public Schools District Supervisor	22	Master's Degree in Education or other relevant Master's Degree	Five years cumulative experience in instructional supervision and school management	16 hrs. of relevant training	RA 1080 (Teacher)
Nurse 2	15	Bachelor of Science in Nursing	1 year of relevant experience	4 hrs. of relevant training	RA 1080
Registrar 1	11	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility
ADAS 2 Senior High School	8	At least 2 years in college	1 year relevant experience	4 hrs. relevant training	Career Sub-Professional (First Level Eligibility)



2. Deped Order No. 66, s. 2007, “Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching, and Non-Teaching Positions” will be used in appraising and screening the merit, fitness, and competence of the applicants.
3. The pertinent documents to be arranged and to be submitted in a folder are the following:
 - 3.1. Application letter indicating the position applied for.
 - 3.2. CSC Form 212 (Personal Data Sheet, Revised 2017) with the latest 2x2 ID picture.
 - 3.3. Transcript of Records (TOR)
 - 3.4. Service Record
 - 3.5. Certificates of relevant training
 - 3.6. Certificate of Eligibility of the position applied for
 - 3.7. Performance Rating for the last three (3) rating periods (at least Very Satisfactory)
 - 3.8. Certificates of Outstanding Accomplishments (awards, innovations, research projects, publication, as resource speaker)
 - 3.9. Certificates of specialized training, scholarship grants, chair/ co-chair in technical committee
4. Applicants for promotion must have at least one (1) complete RPMS cycle of the present position before he/she can apply for advancement.
5. Applicants who do not meet the qualification standards for the position applied for are automatically disqualified to advance in the screening process.
6. Additional documents submitted after the deadline shall not be accepted unless the Personnel Selection Board requires additional documents which are not herein listed to substantiate claims of applicants.
7. Hereunder are the schedules of activities:

Date	Venue	Time	No. of Working Days	ACTIVITIES
July 23- August 13, 2019	Anywhere with internet connection	24 hours	15 days	Online Application by the Applicants www.depedcebuprovince.ph (130.105.131.245)
July 23- August 14, 2019	Division Office	8:00 a.m.- 5:00 p.m.	16 days	Submission of the applicants’ pertinent documents in a folder with tabs to the Office of the Personnel Officer Monina Pomarejos for verification against the original documents and certification as to the veracity, accuracy and authenticity of documents . The Office shall issue a certification to the applicant that it has received the application specifying the documents that have been



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



				submitted. Another copy will be retained to be attached in each folder of the applicant. Note: Only one (1) folder per applicant. Applicants are advised to bring their original documents for verification at the said Office.
August 15, 2019	Division Office	8:00 a.m.- 10:00 a.m.	1	Orientation of the members of the Division Personnel Selection Board
August 15-20, 2019	Division Office	8:00 a.m. - 5:00 p.m.	5	Documents Review by the Division Personnel Selection Board
August 22, 2019	Division Office	8:00 a.m. - 5:00 p.m.	1	Orientation, Confirmation of Preliminary Points, and Interview of PSDS and Registrar I applicants by the Division Personnel Selection Board
August 23, 2019	Division Office	8:00 a.m. - 5:00 p.m.	1	Orientation, Confirmation of Preliminary Points, and Interview of Nurse II and SHS ADAS II applicants by the Division Personnel Selection Board Note: The Applicants are advised to bring the original documents for validation purposes.
August 26-30, 2019	Division Office	8:00 a.m. - 5:00 p.m.	5	Consolidation of points of the different criteria by the PSB Secretariat
September 2-16, 2019	Division Office	8:00 a.m. - 5:00 p.m.	15 days	Posting of the initial RQA in the Division Office. Request for corrections shall only be entertained during posting period
September 19, 2019	Division Office	8:00 am- 5:00 pm	1	Submission of RQA to the Office of the SDS for approval.
September 20, 2019 onwards	Division Office	8:00 a.m.- 5:00 p.m.		Hiring of PSDS, Nurse II, Registrar I and SHS ADAS II

8. Meals of the members of the Personnel Selection Board and other related expenditures shall be charged to the Division MOOE subject to the usual accounting rules and regulations.

9. Immediate and wide dissemination of this Memorandum is desired.


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