



October 17, 2019

DIVISION MEMORANDUM

No. 646, s. 2019

RANKING OF APPLICANTS FOR THE POSITIONS OF DENTIST II, GUIDANCE COUNSELOR -SHS, LIBRARIAN, ADMINISTRATIVE OFFICER II- SHS, ADMINISTRATIVE ASSISTANT III (BOOKKEEPER), ADMINISTRATIVE ASSISTANT II –(DISBURSING OFFICER & SHS) 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 Dentist II, Guidance Counselor- SHS, Librarian, Administrative Officer II-SHS, Administrative Assistant III (Bookkeeper), Administrative Assistant II (Disbursing Officer & SHS) for School Year 2019-2020 with the following basic qualifications:

Positions	Salary Grade	BASIC QUALIFICATION STANDARDS			
		Education	Experience	Training	Eligibility
Dentist 2	16	Doctor of Dental Medicine or Dental Surgery	1 year relevant experience	4 hrs relevant training	RA 1080 (Dentist)
Guidance Counselor II - SHS	12	Bachelor's Degree in Guidance and Counseling or in any allied discipline	None required	None required	RA 1080 (Guidance Counselor)
Librarian II	15	Bachelor's Degree in Library Science or Information Science or Bachelor of S	1 year relevant experience	4 hrs relevant training	RA 1080
Administrative Officer 2- SHS	11	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility
Administrative Assistant III (Bookkeeper)	9	At least 2 years in college	1 year relevant experience	4 hrs. relevant training	Career Sub-Professional (First Level Eligibility)



DIVISION OF CEBU PROVINCE



Administrative Assistant II (Disbursing Officer)	8	At least 2 years in college	1 year relevant experience	4 hrs. relevant training	Career Sub-Professional (First Level Eligibility)
Administrative Assistant II -SHS	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
October 18-31, 2019	Anywhere with internet connection	24 hours	14 days	Online Application by the Applicants www.depedcebuprovince.ph (130.105.131.245)
October 18-31, 2019	Division Office	8:00 a.m.-5:00 p.m.	10 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



DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



				<p>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 submitted. Another copy will be retained to be attached in each folder of the applicant.</p> <p>Note: Only one (1) folder per applicant. Applicants are advised to bring their original documents for verification at the said Office.</p>
November 4, 2019	Division Office	8:00 a.m.- 10:00 a.m.	1	Orientation of the members of the Division Personnel Selection Board
November 4-6-, 2019	Division Office	8:00 a.m. - 5:00 p.m.	5	Documents Review by the Division Personnel Selection Board
November 7, 2019	Division Office	8:00 a.m. - 5:00 p.m.	1	Orientation, Confirmation of Preliminary Points, and Interview of Dentist II, Guidance Counselor, and Librarian applicants by the Division Personnel Selection Board
November 8, 2019	Division Office	8:00 a.m. - 5:00 p.m.	1	Orientation, Confirmation of Preliminary Points, and Interview of Adof 2, Admin 2, and Admin 3 applicants by the Division Personnel Selection Board
				Note: The Applicants are advised to bring the original documents for validation purposes.
November 11-15, 2019	Division Office	8:00 a.m. - 5:00 p.m.	5	Consolidation of points of the different criteria by the PSB Secretariat
November 18- December 2, 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
December 10, 2019	Division Office	8:00 am- 5:00 pm	1	Submission of RQA to the Office of the SDS for approval.
December 12, 2019 onwards	Division Office	8:00 a.m.- 5:00 p.m.		Hiring of Dentist II

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

9. This serves as Authority to Travel of all Personnel Selection Board (PSB) Members.

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


RHEA MARIA ANGTUD, Ed. D.
 Schools Division Superintendent