



DIVISION MEMORANDUM
 No. 234, s. 2018

CONDUCT OF SELECTION FOR GUIDANCE COUNSELOR II AND MEDICAL OFFICER III POSITION

To: Chief, Curriculum Implementation Division
 Chief, School Governance and Operations Division
 Secondary and Elementary School Heads
 This Division

1. This office announces the Conduct of Selection of Qualified Applicants for Medical Officer III (SG - 21) for School Governance and Operation Division and Guidance Counselor II (SG-12) for Senior High School.
2. Per DepEd Order 66 s.2007, applicants to the said position must have the following basic requirements:

Position	Education	Experience	Training	Eligibility
Medical Officer III	Doctor of Medicine	None Required	None Required	RA 1080
Guidance Counselor II	MA in Guidance & Counseling	None Required	None Required	RA 1080(GC)

3. Applicants shall submit documents to the receiving section of the Office addressed to the schools Division Superintendent on or before September 21, 2018 as follows:
 - a. Letter of Intent
 - b. CSC Form 212 (Revised 2017) with 2x2 ID picture;
 - c. Certified photocopy of last approved appointment;
 - d. Updated Service Record;
 - e. Certified photocopy of Performance Rating for the last three years;
 - f. Transcript of Records;
 - g. Certified photocopy of Certificates of relevant Trainings/ Seminars Scholarships, etc.
 - i. Omnibus certification of the completeness, authenticity and veracity of all documents submitted, signed by the applicant. The documents must be arranged according to what are enumerated in paragraph 3 of this Memorandum. There must be a table of contents at the top of these documents and each sheet must bear a page number.
 - The documents shall be fastened at the top right portion inside the folder while the tabbing, according to the table of contents (a-g) shall be at the bottom of the documents.
 - Deliberation sheet shall be stapled at the inside left portion of the folder

- The applicants shall prepare two sets of pertinent documents following the above preparation.
- Applicants must bring the original copies of the documents they have submitted for the interview / deliberation at the office of the Assistant Schools Division Superintendent on a schedule which will be announced later.
- Only the qualified applicants who can attend the interview/deliberation shall be included in the rank list.

4. The Personnel Selection Board (PSB) is composed of the following:

Chairperson: Rosemarie T. Macesar - Asst. Schools Division Superintendent
 Members: Margissa T.Amen - Administrative Officer V
 Loromer T. Carpio - Administrative Officer 1V
 LornaC.Penonal - Education Program Supervisor, TACIDETERA President
 Myrna T. Regidor - Chief School Governance and Operations Division (SGOD)
 Carmelita A. Jubay - Chief Curriculum Implementation Division (CID)
 Myrna T. Barbon - Principal II, DAPSSHI President (Secondary)
 Secretariat:
 Delma R. Denapo - Administrative Officer II
 Eleanor M. Arabejo - Administrative Aide VI

5. Immediate dissemination of this Memorandum to all concerned is enjoined.

JEAN G. VELOSO

Assistant Schools Division Superintendent
 OIC- Schools Division Superintendent

JGV/ drd

Incl: As stated

Reference: As stated

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

RECRUITMENT SELECTION APPLICANT POLICY

Relevant, inclusive and liberating basic education builds a strong nation.