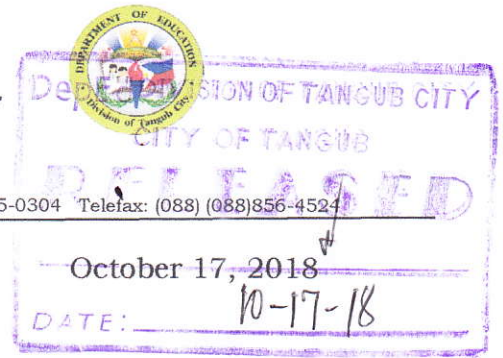




Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF TANGUB CITY
Anecito Siete St., Mantic, Tangub City



E-mail: tangub.city@deped.gov.ph Website: www.depedtangub.net Telephone: (088) 545-0304 Telefax: (088) (088)856-4524

DIVISION MEMORANDUM
No. 303, s. 2018

**CONDUCT OF SELECTION FOR EDUCATION PROGRAM
SPECIALIST II POSITION**

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

1. This office announces the Conduct of Selection of Qualified Applicants for Education Program Specialist II (SG 16) position for Governance & Operations Division.
2. Per DepEd Order 66 s.2007, applicants must have the following basic requirements:

Position	Education	Experience	Training	Eligibility
Education Program Specialist II	Bachelor's degree in Education or its equivalent	2 years' experience in education, research, development, implementation or other relevant experience	4 hours of relevant training	RA 1080 Career Service (Professional) Appropriate Eligibility for Second Level Position

3. Applicants shall submit documents to the receiving section of the Office addressed to the schools Division Superintendent on or before November 9, 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.
- h. 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 November 12, 2018 @ 3:00 pm in the Division Conference Room.
- 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:

Myrna T. Regidor	- Chief School Governance and Operations Division (SGOD)
Carmelita A. Jubay	- Chief Curriculum Implementation Division (CID)
Lorna C. Penonal	- Education Program Supervisor, TACIDETERA President
Margissa T. Amen	- Administrative Officer V
Loromer T. Carpio	- Administrative Officer IV

Secretariat:

Delma R. Denapo	- Administrative Officer II
Eleanor M. Arabejo	- Administrative Aide V1

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

JEAN G. VELOSO

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



Republic of the Philippines
 Department of Education
 Region X – Northern Mindanao
DIVISION OF TANGUB CITY
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D.O. No. 66,s.2007 (Level 2)

Name: _____ School: _____ Position Applied _____

- I. Performance Rating (30 pts) _____
 2015-2016 _____ 2016-2017 _____ 2017-2018 _____
- II. Experience (10 pts) _____
 Relevant experience on the performance of duties
 Functions relevant to the next higher position
 One year is given one point but not to exceed 5. _____
- III. Outstanding Accomplishment (20 pts) _____
 A. Outstanding Employee Award (4 pts) _____
 B. Innovations (4 pts) _____
 C. Research and Development Projects (4 pts) _____
 D. Publication/ Authorship (4 pts) _____
 E. Consultancy/ Resource Speakership in
 Trainings/Seminars/Workshops/Symposia (4 pts) _____
- IV. Education and Training (25 pts) _____
 A. Education (15 pts) _____
 Complete Academic Requirements
 for Master's Degree (7 pts) _____
 Master 's Degree (10 pts) _____
 Doctoral Degree CAR (13 pts) _____
 Doctoral Degree (15 pts) _____
 B. Training (10 pts) _____
 Participant in 1 or more training activities
 for at least 3 days _____
- V. Potential (10 pts) _____
 1) Communication Skills (2 pt) _____
 2) Ability to Present Ideas (2 pt) _____
 3) Alertness (2 pt) _____
 4) Judgment (2 pt) _____
 5) Leadership Ability (2 pt) _____
- VI. Psychosocial attributes and physical characteristics (5 pts) _____
 1) Human Relations (2pts) _____
 2) Decisiveness (2pts) _____
 3) Stress Tolerance (1 pt) _____
- Total: _____

I have participated in the deliberation of my documents. I also recomputed my rating and found it complete and accurate.

Signature of Applicant

This is to certify that the members of the PSB have deliberated the ratings for the documents submitted, and have conducted the evaluation, interview and other needed assessment.

MYRNA T. REGIDOR
 Member/Chief SGOD

CARMELITA A. JUBAY
 Member/ Chief CID

LORNA C. PEÑONAL
 Member/EPS 1, TACIDITERA President

MARGISSA T. AMEN, LL.B.
 Member/ AO-V

LOROMER T. CARPIO
 Member/ AO-IV

DELMA R. DENAPO
 AO-II/ Secretariat

ELEANOR M. ARABEJO
 ADA VI/ Secretariat

ROSEMARIE T. MACESAR
 OIC- Assistant Schools Division Superintendent
 PSB Chairman