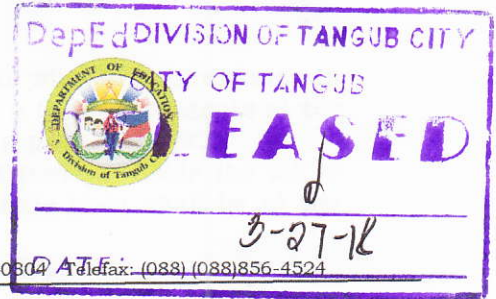




Republic of the Philippines
 Department of Education
 Region X – Northern Mindanao
DIVISION OF TANGUB CITY
 Anecito Siete St., Mantic, Tangub City



E-mail: tangub.city@deped.gov.ph Website: www.depedtangub.net Telephone: (088) 545-0804 Fax: (088) (088)856-4524

March 22, 2018

DIVISION MEMORANDUM
No. 82, s. 2018

CONDUCT OF SELECTION FOR GUIDANCE COUNSELOR 11 POSITION

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

1. This office announces the Conduct of Selection of Qualified Applicants for Guidance Counselor 11 (Salary Grade 12), this Division.

2. Per DepEd Order No.66 s. 2007, applicants to Guidance Counselor 11 must have the following basic requirements:

3. The following are the basic qualifications for the identified vacant positions:

Position	Education	Experience	Training	Eligibility
Guidance Counselor 11	MA in Guidance & Counseling	None required	None required	RA 1080 (GC)

4. The Selection process shall be in accordance with DepEd Order No.66 s.2007 entitled “ Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions,”

5. Applicants shall submit documents to the receiving section of the Office addressed to the Schools Division Superintendent on or before April 18,2018, as follows:

- a. Letter of Intent;
- b. Accomplished Form 212 with ID picture (Revised 2017)
- d. Certified photocopy of Certificate of registration/license;
- c. All available and eligible documents as stipulated in DepEd Order No.66 s.2007;
- d. Omnibus certification of the completeness, authenticity and veracity of all documents submitted, signed by the applicant.
- e. 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.
- f. Only the qualified applicants who can attend the interview/deliberation shall be included in the rank list.

6. In the preparation of the pertinent documents, applicants shall observe the following:

Proper arrangement, pagination, fastening and tabbing:

- The pertinent papers shall be arranged according to what are enumerated in paragraph 5 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-h) shall be at the bottom of the documents.

7. 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
Lorna C. Penonal – Education Program Supervisor/TACIDETERA
President
Myrna T. Regidor – Chief School Governance and Operations
Division (SGOD)
Carmelita A. Jubay – Chief Curriculum Implementation
Division (CID)

Secretariat:

Delma R. Denapo, Administrative Officer 11(AO11)
Eleanor M. Arabejo, Administrative Aide V1 (ADA V1)

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

JEAN G. VELOSO

Assistant Schools Division Superintendent
OIC- Schools Division Superintendent

JGV/ ltc

Incl: As stated

Reference: As stated

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

RECRUITMENT

SELECTION

APPLICANT

POLICY