



Republic of the Philippines  
 Department of Education  
 Region X – Northern Mindanao  
**DIVISION OF MISAMIS ORIENTAL**  
 Del Pilar-Velez St., Cagayan de Oro City



January 5, 2015

**TO : ALL CONCERN**

**FROM: CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
 Schools Division Superintendent

**SUBJECT: RANKING FOR SENIOR EDUCATION PROGRAM SPECIALIST,  
 LIBRARIAN II**

1. This Office announces the ranking of qualified applicants for SENIOR EDUCATION PROGRAM SPECIALIST and LIBRARIAN II, this Division.
2. The ranking shall abide with the guidelines stipulated in DepED Order No. 66, s. 2007, otherwise known as "Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions."
3. The following qualification standards shall be considered:

Position Title/SG	Education	Experience	Training	Eligibility
Senior Education Program Specialist SG 19	Bachelor's degree in Education or its equivalent and completion of academic requirements for a master's degree relevant to the job	2 years experience in Education, research, development, implementation of other relevant experience	8 hours of relevant training	RA 1080; PBET; Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position
Librarian II SG 15	Bachelor's degree in Library Science or Information Science or Science in Education/Arts Major in Library Science	1 year of relevant experience	4 hours of relevant training	RA 1080 (Librarian)

4. Interested applicants shall submit their application letter together with one folder of photocopied documents on or before February 11, 2015 to **CHERRY MAE L. LIMBACO, Ph. D., CESO V**, Schools Division Superintendent, as follows:
  - a. Application letter;
  - b. Accomplished Form 212 with 2x2 picture;
  - c. Performance rating for the last three rating periods;
  - d. Updated copy of service record;
  - e. Transcript of records;
  - f. Certificate of registration/ license;
  - g. all available and eligible pertinent documents as stipulated in DepEd Order No. 66, s. 2007; and
  - h. Omnibus certification of authenticity and veracity of all documents submitted.
5. Applicants shall bring the original copies of the documents they have submitted for the deliberation and interview on February 13, 2015 at 8:00 a.m. at the Office of the OIC-ASDS.


6. The selection process shall abide with the following timeline :

January 19- February 10	Announcement of the vacant position for the selection process of the Division Office and schools concern
February 11	Deadline for submission of pertinent documents by the interested applicants to the Schools Division Superintendent  Listing of all interested applicants who submitted their documents
February 13	Further assessment (written exam, skills test, interview) of the applicants Librarian II – 8:00 a.m. Senior Education Program Specialist - 9:00 a.m.
February 16 March 3	Posting of the selection line-up in three (3) conspicuous places

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

Chairman :	<b>JEAN G. VELOSO</b> OIC-Office of the Assistant Schools Division Superintendent	
Members :	<b>MARIO T. ARROYO</b> HRM Designate	<b>MANOLITO V. SALE</b> MOPSTEA President
	<b>BERNADETTE P. SAMACO</b> Administrative Officer V	<b>RHODORA L. GALLARES</b> CID Chief Designate
	<b>LYNNETH R. ABROGUEÑA</b> PESPA President	<b>REYNALDO S. CABILLAN</b> DAPSCII President
Secretariat:	<b>CLARIBEL A. RODRIGUEZ</b> Administrative Assistant III	

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

  
**CHERRY MAE L. LIMBACO, Ph. D., CESO V**  
Schools Division Superintendent

CLL/jgv  
To be indicated in the Perpetual Index  
Under the following subjects:

PERSONNEL

SELECTION

SCHOOLS