

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: CONDUCT OF SELECTION FOR CHIEF EDUCATION SUPERVISOR,  
PLANNING OFFICER III AND ACCOUNTANT III, ADMINISTRATIVE  
OFFICER V and ADMINISTRATIVE OFFICER IV**

1. This Office announces the conduct of selection of qualified applicants for CHIEF EDUCATION SUPERVISOR, PLANNING OFFICER III, ACCOUNTANT III, ADMINISTRATIVE OFFICER V and ADMINISTRATIVE OFFICER IV, 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
Chief Education Supervisor SG 24	Master's degree in Education or other relevant master's degree	4 years of relevant experience involving management and supervision	24 hours of relevant training in management and supervision	PBET; Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position
Planning Officer III SG 18	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS (Professional) Second Level Eligibility
Accountant III SG 19	Bachelor's degree in Commerce/Business Administration major in Accounting	2 years of relevant experience	8 hours of relevant training	RA 1080 (CPA)
Administrative Officer V SG 19	Bachelor's degree	2 years of relevant experience	8 hours of relevant training	CS (Professional) Second Level Eligibility
Administrative Officer IV SG 15	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	CS (Professional) Second Level Eligibility

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, this Division, 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 at February 12, 2015 at 8:00 at the Office of the OIC-ASDS.

6. The selection process shall follow this 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 12	Further assessment (written exam, skill test, interview) of the applicants Chief Education Supervisor - 8:00 a.m.; Planning Officer III - 10:00 a.m.; Accountant III - 11:00 a.m.; Administrative Officer V & IV 1:00 p.m.
February 13 March 2	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> Education Program Supervisor
	<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