



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



January 17, 2017

DIVISION MEMORANDUM

No. 025 s. 2014

**CONDUCT OF SELECTION FOR NURSE II, GUIDANCE COUNSELOR II,
 ADMINISTRATIVE OFFICER II AND REGISTRAR I
 FOR SENIOR HIGH SCHOOL**

TO : ALL APPLICANTS
 This Division

1. This Office announces the ranking of qualified applicants for Nurse II, Guidance Counselor II, Administrative officer II and Registrar I.

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

Position	Education	Experience	Training	Eligibility
Nurse II SG 15	Bachelor of Science in Nursing	At least one (1) year relevant experience not as volunteer	4 hours relevant training	RA 1080
Guidance Counselor II SG 12	AB/BS Psychology with 21 units in MA in Guidance	5 years experience	Relevant training	Licensed/Registered Guidance Counselor
Administrative Officer II SG 11	Bachelors Degree	Not required	Not required	Career Service (Professional) Second Level Eligibility
Registrar I SG 11	Bachelors Degree	Not required	Not required	Career Service (Professional) Second Level Eligibility

3. Interested applicants shall submit one folder of photocopied documents on or before February 17, 2017 to the Schools Division Superintendent as follows.

- a. Application letter;
- b. Accomplished Form 212 with 2"x2" 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.

4. Applicants shall bring 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.

5. Only the qualified applicants who can attend the interview/deliberation shall be included in the selection line-up.

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

Chairman : **JEAN G. VELOSO**
ASDS

Members : **BERNADETTE P. SAMACO** **REYNALDO G. CABILLAN**
Administrative Officer V DAPSHHI President

ERLINDA G. DAEL **RUDY O. MAGDUGO**
CID Chief SGOD Chief

MARIO T. ARROYO
HRM Designate

Secretariat: **CLARIBEL A. RODRIGUEZ**
Administrative Assistant III

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


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

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

SELECTION

PROMOTION

SCHOOL HEADS