



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF MISAMIS ORIENTAL

September 18, 2023

**DIVISION MEMORANDUM**

No. 525 s. 2023

**TO :** ALL INTERESTED AND QUALIFIED APPLICANTS  
This Division

**SUBJECT:** RANKING FOR PROJECT DEVELOPMENT OFFICER I

1. This Office announces the ranking of qualified applicants for PROJECT DEVELOPMENT OFFICER I, this Division.
2. The ranking shall abide with the guidelines stipulated in DepEd Order No. 007, s. 2023, otherwise known as “Guidelines on the Recruitment, Selection and Appointment in the Department of Education.”
3. The following qualification standards shall be considered:

Position Title/SG	Education	Experience	Training	Eligibility
Project Development Officer I SG 11 Item Nos. 660029-2023 to 660043-2023	Bachelor’s degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility

4. Interested applicants shall submit their application letter together with one folder of photocopied documents on or before September 29, 2023 to the Schools Division Superintendent, as follows:

- a. Application letter/Letter of Intent;
- b. Accomplished Form 212 with 2”x2” picture;
- c. Lates Performance rating for the last three rating periods;
- d. Updated copy of service record;
- e. Transcript of records (Not certification from the registrar);
- f. Certificate of registration/Renewed PRC license;
- g. all available and eligible pertinent documents as stipulated in DepEd Order No. 007, s. 2023; and
- h. Omnibus certification of authenticity and veracity of all documents submitted.

5. Applicants shall bring original copies of the documents they have submitted for the Interview and deliberation at the office of the Assistant Schools Division Superintendent on a schedule date which shall be announced later.

6. Additional documents submitted after the deadline shall never be accepted nor be given points during evaluation and interview.

7. For the entire duration of the activity, all the applicants shall adhere DepEd Oder No. 29 s. 2002 on this Office's Implementation of Equal Opportunity Policy (EOP), that is regardless of age, sex, sexual orientation, gender, gender identity, civil status, disability, religion, ethnicity, and political affiliation, among others.

8. Only the qualified applicants who can attend the interview/deliberation shall be included in the comparative assessment result (CAR).

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

Chairman : **ERLINDA G. DAEL**  
Asst. Schools Division Superintendent

Members : **MARIA TERESA M. ABSIN**  
SGOD Chief

**JANICE LOURDES S. RESURRECCION**  
Administrative Officer V


**MELANIE C. ESTENZO**  
Administrative Officer IV

**MARIA ASUNCION G. RAFOLS**  
EPSVR/MOPSTEA President

**MARK LORREN T. TEJANO**  
Budget Officer/NEU President

Secretariat: **CLARIBEL L. RODRIGUEZ**  
**BETTY P. SALIRING**

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

  
**EDILBERTO L. OPLENARIA, EdD., CESQ V**  
Schools Division Superintendent 