



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

November 7, 2022

**DIVISION MEMORANDUM**

No. 663 s. 2022

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

**FROM:** JONATHAN S. DELA PEÑA, Ph.D., CESO V  
Schools Division Superintendent

**SUBJECT:** RANKING FOR EDUCATION PROGRAM SPECIALIST II

1. This Office announces the ranking of qualified applicants for Education Program Specialist 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	Education	Experience	Training	Eligibility
Education Program Specialist II SG-16	Bachelor’s Degree or its equivalent	2 years experience in education, research, development, implementation or other relevant experience	4 hours of relevant training	RA 1080 Career Service (Professional) PD 907, Appropriate Eligibility for Second Level Position

4. Interested applicants shall submit one folder of photocopied documents on or before November 28, 2022 together with the application letter addressed to **JONATHAN S. DELA PEÑA**, 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. 66, s. 2007; and
- h. Omnibus certification of authenticity and veracity of all documents submitted.

5. Certificate of participation to national/international training must be supported with a certified copy of the **authority to travel/participate** in said national/international training and a **Re-entry Plan** in order for the points of such document be credited to the applicant's points. Moreover, article published for wide circulation in the local, national or international paper must be supported it with the author's **notarized sworn affidavit** stating that the article was originally written by him/her and that nobody wrote it for him or her whether for free or with a corresponding payment.

6. The cut-off date of the Certificates of Participation to training, Consultancy/Resource Speakership, Action Research, Innovations, Publication of an article and other pertinent documents for the said selection shall be two (2) months before the date of the posting of this Division Memorandum. Action research and innovation must have approval sheet with manuscript and abstract.

7. 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 shall be announced later.

8. For the entire duration of the activity, all the applicants shall adhere DepEd Order 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.

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

Chairman : **ERLINDA G. DAEL**  
CID-Chief Education Supervisor  
Officer In-Charge, Office of the  
Asst. Schools Division Superintendent

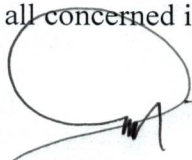
Members : **MELANIE C. ESTENZO**  
AO IV  
**MARIA ASUNCION G. RAFOLS**  
EPS  
MOPSTEA President

**CYDEL P. VALMORES**  
Public School District Supervisor  
Officer In-Charge, Office of the  
CID Chief

Secretariat: **CLARIBEL L. RODRIGUEZ**

Asst. to the Secretariat: **BETTY S. SALIRING**

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

  
**JONATHAN S. DELA PEÑA, Ph. D., CESO V**  
Schools Division Superintendent

JSD/clr