



July 2, 2015

**DIVISION MEMORANDUM**

No. 191 s. 2015

**CONDUCT OF SELECTION FOR GUIDANCE COUNSELOR I AND III FOR  
 KIBUNGSOD NATIONAL HIGH SCHOOL, LAGUINDINGAN NATIONAL HIGH  
 SCHOOL, MEDINA NATIONAL COMPREHENSIVE HIGH SCHOOL, TALISAYAN  
 NATIONAL HIGH SCHOOL, LUGAIT NATIONAL HIGH SCHOOL, LIBERTAD  
 NATIONAL HIGH SCHOOL & MISAMIS ORIENTAL GENERAL COMPREHENSIVE  
 HIGH SCHOOL**

**TO : ALL  
 This Division**

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

01. This Office announces the conduct of Selection for Qualified Applicants for Guidance Counselor I & III for **KIBUNGSOD NATIONAL HIGH SCHOOL, LAGUINDINGAN NATIONAL HIGH SCHOOL, MEDINA NATIONAL COMPREHENSIVE HIGH SCHOOL, TALISAYAN NATIONAL HIGH SCHOOL, LUGAIT NATIONAL HIGH SCHOOL, LIBERTAD NATIONAL HIGH SCHOOL & MISAMIS ORIENTAL GENERAL COMPREHENSIVE HIGH SCHOOL**

02. The screening process shall abide with the guidelines stipulated in DepEd Order No. 66 s. 2007, otherwise known as **“REVISED GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS”**.

03. The following are the basic qualification shall be considered.

Position Title/SG	Education	Experience	Training	Eligibility
Guidance Counselor I – SG 11	BS in Psychology/ Behavioral Science or relevant degree in Education, including or with 9 units in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)
Guidance Counselor III – SG 13	BS in Psychology/ Behavioral Science or relevant degree in Education, including or with 9 units in Guidance and Counseling	None required	None required	RA 1080 (Guidance Counselor)

Source: CSC Qualification Standard (Revised 1997)

04. Interested applicants shall submit their application letter together with one folder of photocopied documents on or before July 10, 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.

05. Applicants shall bring the original copies of the documents they have submitted for the deliberation and interview on July 20, 2015 at 9:00 a.m. at the Office of the ASDS.

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

June 4- June 14, 2015	Publication of vacant position
June 15-July 10, 2015	Announcement of vacant position
July 20-August 5, 2015	Posting of selection line-up

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

- Chairman : **JEAN G. VELOSO**  
Assistant Schools Division Superintendent
- Members : **MARIO T. ARROYO**                      **REYNALDO S. CABILLAN**  
HRM Designate                                      DAPSCII President
- BERNADETTE P. SAMACO**                      **ERLINDA G. DAEL**  
   Administrative Officer V                                      CID Chief Designate
- Secretariat: **CLARIBEL A. RODRIGUEZ**                      **JEMYREN BUHISAN**  
   Administrative Assistant III                                      Administrative Aide

08. 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