



July 13, 2015

DIVISION MEMORANDUM
 No. 215 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** for **KIBUNGSOD NATIONAL HIGH SCHOOL, LAGUINDINGAN NATIONAL HIGH SCHOOL, MEDINA NATIONAL COMPREHENSIVE HIGH SCHOOL, TALISAYAN NATIONAL HIGH SCHOOL, LUGAIT NATIONAL HIGH SCHOOL** and **Guidance Counselor III** for **LIBERTAD NATIONAL HIGH SCHOOL & MISAMIS ORIENTAL GENERAL COMPREHENSIVE HIGH SCHOOL**

02. 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)

03. Interested applicants shall submit their application letter together with one folder of photocopied documents on or before August 7, 2015 to the School Principal where the vacancy exist, as follows:

- a. Application letter;
- b. Accomplished Form 212 with 2x2 picture;
- c. Performance rating for the last three (3) 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.

04. Applicants shall bring the original copies of the documents they have submitted for the deliberation and interview on August 11, 2015 at 9:00 a.m. at the Office of the School Principal where the vacancy exist.

05. The School Selection Committee process shall abide with the following timeline :

- a. July 13- August 7 Posting of the Announcement for the selection process of the Division Office and schools concern
- b. August 11 Listing of all interested applicants who submitted their documents in the identified schools
- c. August 12 Preliminary evaluation of the qualified applicants preparation of selection line-up following using the prescribed format
- d. August 14 Posting of the selection line-up in three (3) conspicuous places in the identified secondary schools
Notification of the applicants of the outcome of the preliminary evaluation
- e. August 17 Submission of the selection line-up to the Division PSB for deliberation en banc
- f. August 18 Further assessment (written exam, skill test, interview) of the applicants in the selection line-up by the Division PSB. **Bring the original documents during the interview.**

07. The Division Personnel Selection Board (PSB) is composed of the following and shall review the outcome of the School Selection Committee selection line-up:

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