



Republic of the Philippines
 Department of Education
 Region X – Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
 Del Pilar-Velez St., Cagayan de Oro City
 (08822)724615, (088)8564454/ Fax (088)8564524



May 5, 2016

DIVISION MEMORANDUM

No. 172 s. 2016

ANNOUNCEMENT OF SCHOOL PROJECT DEVELOPMENT OFFICER POSITIONS

To: EDUCATION PROGRAM SUPERVISORS
 PUBLIC SCHOOLS DISTRICT SUPERVISORS
 SCHOOL HEADS
 ALL OTHER CONCERNED

- The Department of Education, through the Office of the Assistant Secretary for Governance and Operations issued a Memorandum dated April 22, 2016 entitled Allocation of Teaching-Related and Non-Teaching Positions for Senior High School for SY 2016-2017. While waiting for the issuance of NOSCAs, the said Memorandum instructs the field to commence the evaluation of documents submitted by the applicants and strictly comply to the guidelines set forth in DepEd Order No. 19, s. 2016 and DepEd Order Nos 42 and 66 s. 2007.
- With the above premise, this Office announces the vacancy for Project Development Officer I Positions with the following functions:

Project Development Officer I

- Manages the youth formation programs of the schools within a division, including but not limited to the implementation of the Supreme Student Government as well as other co-curricular and extra-curricular clubs and program;
- Manages and monitors the implementation of the career guidance program in senior high schools; and
- Reports to the Assistant Principals for Operations and Learner Support and/or Principal/School Head, as well as the School Governance and Operations Division at the SDO.
 - Stationed at the Division and may be deployed to a school or cluster of schools as deemed necessary by the SDO.

3. The following are the basic qualifications for the identified vacant position::

Position	Education	Experience	Training	Eligibility
Project Development Officer I SG 11	Bachelor relevant to the job	At least one (1) year relevant experience	4 relevant hours training	Career Service (Professional) Second Level Eligibility

- Interested and qualified applicants shall submit their documents to the receiving section of the Office addressed to the Schools Division Superintendent on **May 23, 2016**, as follows:
 - Letter of Intent;
 - Accomplished Form 212 with 2x2 ID picture;
 - Performance Rating for the last three rating periods/ three semesters;
 - Updated copy of service record;

- e. Transcript of records;
- f. Certificate of registration/ license;
- g. All available and eligible documents as stipulated in DepEd Order No. 66, s. 2007; and
- h. Omnibus certification of authenticity and veracity of all documents submitted.

5. A 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.

6. For a published article to be given due points, this Office requires the author to support it with his/her 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.

7. The **cut-off date** of the Certificates of Participation to Training, Consultancy/ Resource Speakership, Action Research, Innovations and other pertinent documents for the said selection shall be on or before the date of the posting of this Division Memorandum.

8. Applicants shall bring the 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.

9. Only the qualified applicants who can attend the interview/ deliberation on the above schedule shall be included in the selection line-up.

10. The Personnel Selection Board (PSB) who shall evaluate the documents of the applicants is composed of the following:

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|--------------|--|--|
| Chairman : | JEAN G. VELOSO
Acting ASDS | |
| Members : | BERNADETTE P. SAMACO
Administrative Officer V | REYNALDO S. CABILLAN
DAPSSHI President |
| | ERLINDA G. DAEL
CID Chief | RUDY O. MAGDUGO
SGOD Chief |
| | MARIO T. ARROYO
HRM Designate | |
| Secretariat: | CLARIBEL A. RODRIGUEZ
Administrative Assistant III | |

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

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

CLL/jgv
To be indicated in the Perpetual Index
under the following subjects:

SELECTION PROMOTION SCHOOL HEADS