



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

May 3, 2024

DIVISION MEMORANDUM

No. 294 s. 2024

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.660038-2023; 660041-2023; 660036-2023	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 May 13, 2024 to the Schools Division Superintendent, as follows:

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

5. Training beyond five (5) years from the date of announcement will not be given points. Moreover, 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 two (2) months before the date of the posting of this Division Memorandum.

6. Applicants shall bring the original copies of the documents they have submitted for the deliberation and interview at the Office of the Assistant Schools Division Superintendent on a scheduled date which will be announced later.

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

8. For the entire duration of the activity, this Office adheres to DepEd Order No. 29 s. 2002 known as "Merit Selection Plan of the Department of Education" and strict implementation of Equal Employment Opportunity Principle (EEOP) that is regardless of age, sex, sexual orientation, gender, gender identity, civil status, disability, religion, ethnicity, and political affiliation, among others.

9. Only the qualified applicants who can submit the documents on time shall be included in the selection line-up, who shall also join the interview/deliberation.

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

Chairman : **MARY ANN M. ALLERA**
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., CESO V
Schools Division Superintendent