



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

May 31, 2024

**DIVISION MEMORANDUM**

No. 338 s. 2024

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

**SUBJECT:** RANKING FOR EDUCATION PROGRAM SPECIALIST II FOR SCHOOL GOVERNANCE AND OPERATIONS DIVISION

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 007, s. 2023, otherwise known as "Guidelines on Recruitment, Selection, and Appointment in the Department of Education."
3. The following qualification standards shall be considered:

Position	Education	Experience	Training	Eligibility
Education Program Specialist II SG-16, Item No.660079-2014	Bachelor's Degree in Education 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 June 17, 2024 together with the application letter addressed to **EDILBERTO L. OPLENARIA**, EdD, CESO V Schools Division Superintendent, as follows:
  - a. Application letter/Letter of Intent;
  - b. Accomplished Form 212 with 2"x2" picture;
  - c. Latest Performance rating;
  - 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. 007, s. 2023 (Related Teaching Positions); and
  - h. 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. Additional documents submitted after the deadline shall never be accepted nor be given points during evaluation and interview.

7. 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.

8. For the entire duration of the activity, this Office adheres to DepEd Order No.19 s. 2022 known as "The Department of Education Merit Selection Plan" 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 Comparative Assessment Result, who shall also join the interview/deliberation.

10. The Human Resource Merit Promotion and Selection Board (HRMPSB) 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**  
AO V

**MELANIE C. ESTENZO**  
HRMO/AO IV

**MARIA ASUNCION G. RAFOLS**  
Education Program Supervisor  
MOPSTEA President

Secretariat: **CLARIBEL L. RODRIGUEZ**  
**BETTY P. SALIRING**

11. Immediate dissemination of this Memorandum is enjoined.

  
**EDILBERTO L. OPLENARIA, EdD., CESO V**  
Schools Division Superintendent 