



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
Del Pilar-Velez St., Cagayan de Oro City



January 5, 2015

TO : ALL CONCERN

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

**SUBJECT: RANKING FOR INFORMATION TECHNOLOGY OFFICER I,
ENGINEER III, and ATTORNEY III**

1. This Office announces the ranking of qualified applicants for INFORMATION TECHNOLOGY OFFICER I, ENGINEER III, and ATTORNEY III, this Division.
2. The ranking shall abide with the guidelines stipulated in DepED Order No. 66, s. 2007, otherwise known as "Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions."
3. The following qualification standards shall be considered:

Position Title/SG	Education	Experience	Training	Eligibility
Information Technology Officer I SG 19	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS (Professional) Second Level Eligibility
Engineer III SG 19	Bachelor's degree in Engineering relevant to the job	2 years of relevant experience	8 hours of relevant training	RA 1080 (Engineer)
Attorney III SG 21	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080 (BAR)

4. Interested applicants shall submit their application letter together with one folder of photocopied documents on or before February 11, 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.

5. Applicants shall bring the original copies of the documents they have submitted for the deliberation and interview on February 19, 2015 at 8:00 a.m. at the Office of the OIC-ASDS.


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

January 19- February 10	Announcement of the vacant position for the selection process of the Division Office and schools concern
February 11	Deadline for submission of pertinent documents by the interested applicants to the Schools Division Superintendent Listing of all interested applicants who submitted their documents
February 18	Further assessment (written exam, skills test, interview) of the applicants Information Technology Officer I - 8:00 a.m.; Engineer III - 9:00 a.m.; Attorney III - 10:00 a.m.;
February 20 March 9	Posting of the selection line-up in three (3) conspicuous places

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

Chairman :	JEAN G. VELOSO OIC-Office of the Assistant Schools Division Superintendent
Members :	MARIO T. ARROYO MANOLITO V. SALE HRM Designate MOPSTEA President
	BERNADETTE P. SAMACO ERLINDA G. DAEL Administrative Officer V CID Chief Designate
	LYNNETH R. ABROGUEÑA REYNALDO S. CABILLAN PESPA President DAPSCII President
Secretariat:	CLARIBEL A. RODRIGUEZ Administrative Assistant III

8. 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