



Republic of the Philippines
 Department of Education
 Region X – Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
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November 4, 2015

TO : ALL CONCERN

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

SUBJECT: RANKING FOR PROJECT DEVELOPMENT OFFICER II

1. This Office announces the ranking of qualified applicants for PROJECT DEVELOPMENT OFFICER II for the Learning Resource under the Curriculum Implementation Division (CID).

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
Project Development Officer II SG 15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS (Professional) Second Level Eligibility

4. In addition to the above qualification standards, applicants must possess desktop publishing skills.

5. Interested applicants shall submit their application letter together with one folder of photocopied documents on or before **November 27, 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 documents as stipulated in DepEd Order No. 66, s. 2007; and
- h. Omnibus certification of authenticity and veracity of all documents submitted.

6. 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 in order for the points of such document be credited to the applicants points.

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 deliberation and interview on *December 2, 2015* at 9:30 a.m. at the Office of the ASDS.

9. The following shall be the timeline of the selection process :

November 5-	Announcement of the vacant position for the selection process of the Division Office and schools concern
November 27 th	Deadline for submission of pertinent documents by the interested applicants to the Schools Division Superintendent
<i>Dec 2</i> 9:30 am	Further assessment (written exam, skills test, interview) of the
<i>December 4 - December 8</i>	Posting of the selection line-up in three (3) conspicuous places

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

Chairman :	JEAN G. VELOSO Acting Assistant Schools Division Superintendent	
Members :	ERLINDA G. DAEL Chief, CID	RUDY O. MAGDUGO Chief, SGOD
	BERNADETTE P. SAMACO Administrative Officer V	RUDY O. MAGDUGO Chief, SGOD
	MANOLITO V. SALE MOPSTEA President	MARIO T. ARROYO HR Designate
Secretariat:	CLARIBEL A. RODRIGUEZ Administrative Assistant III	

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

CLL/jgv

To be indicated in the Perpetual Index
under the following subjects:

PERSONNEL

SELECTION

CURRICULUM