



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF DUMAGUETE CITY
Dumaguete City

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February 1, 2017

DIVISION MEMORANDUM

No. 38, s. 2017

RANKING OF APPLICANTS / CANDIDATES FOR VACANT POSITION

TO: ASDS
Chief, CID
Chief, SGOD
Division and District Supervisors
Public Elementary and Secondary School Heads
Administrative Officer V and Section Chiefs
Teaching and Non-Teaching Personnel
All Concerned

1. This Office announces the acceptance of application for Medical Officer III, Nurse II, Guidance Counselor II and Administrative Assistant I.
2. The preferred qualification standards for the said positions are as follows:

Position Title	Educational Requirement	Experience Requirement	Training Requirement	Eligibility
Medical Officer III	Doctor of Medicine	2 years relevant experience	50 hours relevant training	R.A. 1080
Nurse II	Bachelor of Science in Nursing (MA units 36, passed the comprehensive exam)	2 years relevant experience	48 hours relevant training (DNA Conventions, League of Phil. Government Nurses Association)	R.A. 1080 (Registered Nurse)
Guidance Counselor II	AB/BS Psychology with 21 units in MA in Guidance	5 years experience	Relevant training	Licensed/Registered Guidance Counselor
Administrative Assistant I	Completion of at least 2 years of college with 15 units of accounting	1 year relevant experience	4 hours relevant training	Career Services (Sub-professional) First Level Eligibility

3. Those who are interested and qualified are advised to submit the following pertinent papers not later than February 20, 2017 5:00PM:

- a. Letter of intent (To be sent to dumaguete.city@deped.gov.ph)
- b. Curriculum Vitae
- c. Transcript of Records
- d. Performance rating for the last three (3) rating periods.
- e. Innovation / Research and Development Projects.
- f. Publication

4. The schedule for evaluation of documents and personal interview of applicants will be on March 3, 2017 9:00AM.

6. Wide and immediate dissemination of this Memorandum is desired.

EVANGEL M. LUMINARIAS, Ph.D., CESO V
Schools Division Superintendent