



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
SCHOOLS DIVISION OF DUMAGUETE CITY

Office of the Schools Division Superintendent

May 06, 2021

DIVISION MEMORANDUM

No. 120, s. 2021

CALL FOR COMPETITIVE RANKING TO THE VARIOUS VACANT POSITIONS IN THIS DIVISION

TO: Assistant Schools Division Superintendent
Chiefs, CID & SGOD
Public Secondary School Heads
All Others Concerned

1. This Office invites to a competitive ranking those who are qualified to the following positions, based on the Qualification Standards set forth for each position:

A. **Education Program Supervisor in Kinder and SPED** (SG 22)
Qualification Standards (Ref. DO #117,s.2010 and CSC QS Manual)

Education: Master's Degree in Education or other relevant Master's Degree with specific area of specialization

Experience: 2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher

Training: 8 hours of relevant training (Management and supervision)

Eligibility: RA 1080 (Teacher)

B. **Administrative Officer IV** (Human Resource Management Officer)
Qualification Standards (CSC QS Manual)

Education: Bachelor's Degree relevant to the job

Experience: 1 Year relevant experience

Training: 4 Hours relevant training

Eligibility: Career Service Professional (Second Level)

C. **CRAFTS EDUCATION DEMONSTRATOR** (SG 10)
Qualification Standards (Ref. CSC QS Manual)

Education: Bachelor in Industrial Education and other relevant courses

Training: Not required

Experience: Not required

Eligibility; CSC Second level (Professional)

D. **GUIDANCE COUNSELLOR** 1 (SG 11) and 2 (SG 12)
Qualification Standards (Ref. CSC QS Manual and DO 19,s. 2016)

Education: Master's Degree in Guidance and Counselling

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: RA 1080 Career Service (Professional) Appropriate Eligibility for Second Level Position (License Guidance)





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Counsellor)

2. Qualified applicants will be ranked based on **DepEd Order #66, s.2007** entitled "Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions".
3. Attention is especially invited to Part III of DO#66,s.2007 for the Criteria and Computation of Points. All documentary evidences to support claims of points under each criterion must be arranged in the order as stated in Part III of the said guidelines.
4. All pertinent documents must be submitted through the Chada Assist Application in a single file only.
5. Below is the Timetable for the guidance of all.

DATE	ACTIVITIES
May 6-14,2021	Submission of Application Letter and Supporting Documents via Chada Assist
May 20-21	Evaluation of Application Documents by the Division PSB (Separate Memo for the committee); HR to furnish the application documents to School Division PSB via Google Drive
May 24	Submission of Result to SDS/Deliberation
May25-June 9, 2021	Posting Period
June 10 onwards	Utilization of the Rank Lists to fill up the vacant positions

6. All issues and concerns/clarifications regarding the Tentative Results shall be raised by concerned applicants within the Posting Period. Questions/clarifications shall be directed to the Division PSB in writing via Chada Assist.
7. Immediate dissemination of this Memorandum to all concerned is desired.
8. For the guidance and compliance of all concerned.


GREGORIO CYRUS R. ELEJORDE, Ed.D., CESO V
Schools Division Superintendent

