



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

28 February 2024

**DIVISIONAL MEMORANDUM**

No. *082* , s. 2024

**CONDUCT OF SELECTION FOR MEDICAL OFFICER III, GUIDANCE COUNSELOR II (SENIOR HIGH SCHOOL), ADMINISTRATIVE ASSISTANT III, ADMINISTRATIVE ASSISTANT II, MASTER TEACHER I-II (ELEMENTARY), HEAD TEACHER I (SECONDARY), AND HEAD TEACHER II –III (ELEMENTARY)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Public Schools District Supervisor  
Public Elementary and Secondary School Heads  
All others concerned  
This Division

1. This Office calls for the submission of Applications for Medical Officer III, Guidance Counselor II, Administrative Assistant III, Administrative Assistant II, Master Teacher I-II and Head Teacher I-III position for this Division.
2. The ranking shall abide with the guidelines stipulated in DepEd Order No. 007, s. 2023, otherwise known as “*Guidelines in Recruitment, Selection and Appointment in the Department of Education*” and MEC Order 10, s. 1979 for Master Teacher I-II, using the following qualification standard per CSC QS Manual (1997), as follows:

Position	SG	Education	Training	Experience	Eligibility
Medical Officer III	21	Doctor of Medicine	None Required	None Required	RA 1080 (Physician)
Guidance Counselor (Senior High School)	12	Master’s degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)
Administrative Assistant III (Secretary II)	9	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub Professional) First Level Eligibility



Address: IBJT Compound, Carangan, Ozamiz City  
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Administrative Assistant II (Disbursing Officer II)	8	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub Professional) First Level Eligibility
Master Teacher II (Elementary)	19	Bachelor in Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education and 24 units for a MAED or its equivalent	4 hours of relevant training	1 year as Master Teacher I or 4 years as Teacher III	RA 1080 LET/PBET
Master Teacher I (Elementary)	19	Bachelor in Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education and 18 units for a MAED or its equivalent	None required	3 years of relevant experience	RA 1080 LET/PBET
Head Teacher III (Elementary)	16	Bachelor in Elementary Education (BEED) OR Bachelor's degree plus 18 professional units in Education	24 hours relevant training	Head Teacher for 2 years; or Teacher in Charge for 2 years; or Teacher for 5 years	RA 1080 LET/PBET
Head Teacher II (Elementary)	15	Bachelor in Elementary Education (BEED) OR Bachelor's degree plus 18 professional units in Education	24 hours relevant training	Head Teacher for 1 year; or Teacher in Charge for 1 year; or Teacher for 4 years	RA 1080 LET/PBET
Head Teacher I (Secondary)	14	Bachelor of Secondary Education (BSED) or Bachelor's degree with 18 professional units with appropriate field of specialization	24 hours relevant training	Teacher in Charge for 1 year; or Teacher for 3 years	RA 1080 LET/PBET

3. All interested applicants shall submit the following documentary requirements to this Division:

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- c. Authenticated copy of PRC License/ID, if applicable;
- d. Authenticated copy of Certificate of Eligibility/Rating, if applicable;



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- e. Authenticated copy scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post graduate units/degrees, if applicable;
- f. Photocopy of Certificates of Training, if applicable;
- g. Photocopy of Service Record, Contract of Service, or Certificate of Employment, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official; and
- k. Other documents as maybe required by the HRMPSB for comparative assessment, including but not limited to:
  - i. Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment.

4. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

**\*For Non-Teaching Position (Level 1 & Level 2)**

Role	Main	Alternate
Chairperson	Dionesio L. Liwagon Jr.	
Members	Susan Epifania B. Carpio	Anacleta A. Gacasan
	Eulalio S. Rupinta	Melanie G. Lagus
	Atty. Vincent Sheldon A. Zabala	Maricel D. Avila
	Dorothy Joy B. Yting	Ivy J. Cabual
	Adda Liza J. Saquin	Ruby Jane R. Gacasan
Secretariat	Dinalyn A. Ramayrat	Teresita L. Pagador

**\*Master Teacher (Elementary & Secondary)**

Role	Main	Alternate
Chairperson	Dionesio L. Liwagon Jr.	
Members	Susan Epifania B. Carpio	Anacleta A. Gacasan
	Eulalio S. Rupinta	Melanie G. Lagus



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	Head of the School where the vacancy exists	
	Dorothy Joy B. Yting	Maricel D. Avila
	Adda Liza J. Saquin	Ruby Jane R. Gacasan
Secretariat	Dinalyn A. Ramayrat	Teresita L. Pagador

**\*Head Teacher (Elementary)**

Role	Main	Alternate
Chairperson	Dionesio L. Liwagong Jr.	
Members	Susan Epifania B. Carpio	Anaclea A. Gacasan
	Eulalio S. Rupinta	Melanie G. Lagus
	Eugenio C. Bucog	
	Dorothy Joy B. Yting	Maricel D. Avila
	Adda Liza J. Saquin	Ruby Jane R. Gacasan
Secretariat	Dinalyn A. Ramayrat	Teresita L. Pagador

**\*Head Teacher (Secondary) Non Implementing Units**

Role	Main	Alternate
Chairperson	Dionesio L. Liwagong Jr.	
Members	Susan Epifania B. Carpio	Anaclea A. Gacasan
	Eulalio S. Rupinta	Melanie G. Lagus
	Lilibeth Y. Abamonga	Junriel B. Sinarillos
	Dorothy Joy B. Yting	Maricel D. Avila
	Adda Liza J. Saquin	Ruby Jane R. Gacasan
Secretariat	Dinalyn A. Ramayrat	Teresita L. Pagador

5. The following timeline shall be observed to ensure proper, prompt and smooth conduct of the selection process:

Schedule	Activity/Output	In-Charge
March 8, 2024	Orientation of Applicants for <b>Medical Officer III, Guidance Counselor II, Administrative Assistant III &amp; Administrative Assistant II</b> via <i>MS Teams</i> or <i>Google Meet</i>	Applicants, Personnel Unit and HRMPSB
March 11, 2024	Orientation of Applicants for <b>Master Teacher I-II, Head Teacher I (Secondary) &amp; Head Teacher II-III (Elementary)</b> via <i>MS Teams</i> or <i>Google Meet</i>	Applicants, Personnel Unit and HRMPSB



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March 18, 2024	Deadline for submission of pertinent documents to the Division Office	Applicants and HRMPSB Secretariat
March 21, 2024	Initial Evaluation of Documents	HRMO
March 25 – April 12, 2024	Posting of Selection Line-Up	HRMO, HRMPSB Secretariat
April 8, 2024	Background Investigation	HRMPSB Secretariat
April 16, 2024	Interview/Deliberation en Banc/Further Evaluation of applicants for <b>Administrative Assistant II</b>	HRMPSB & Applicants
April 17, 2024	Interview/Deliberation en Banc/Further Evaluation of applicants for <b>Administrative Assistant III</b>	HRMPSB & Applicants
April 18, 2024	Interview/Deliberation en Banc/Further Evaluation of applicants for <b>Medical Officer III</b>	HRMPSB & Applicants
April 19, 2024	Interview/Deliberation en Banc/Further Evaluation of applicants for <b>Guidance Counselor II</b>	HRMPSB & Applicants
April 22, 2024	Interview/Deliberation en Banc/Further Evaluation of applicants for <b>Master Teacher II</b>	HRMPSB & Applicants
April 23, 2024	Interview/Deliberation en Banc/Further Evaluation of applicants for <b>Master Teacher I</b>	HRMPSB & Applicants



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#PadayonAsensoOzamiz

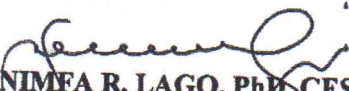


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April 24, 2024	Interview/Deliberation en Banc/Further Evaluation of applicants for <b>Head Teacher I-III</b>	HRMPSB & Applicants
April 26, 2024	Submission of the Comparative Assessment result in print and electronic copies to the Schools Division Superintendent	HRMPSB

6. This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

7. Immediate dissemination and compliance of this Memorandum is enjoined.

  
**NIMFA R. LAGO, PhD, CESO VI**  
 Assistant Schools Division Superintendent  
 OIC, Office of the Schools Division Superintendent

References: As stated  
 To be indicated in the Perpetual Index  
 under the following subjects:

HIRING RECLASSIFICATION SELECTION

AJS/DM – CONDUCT OF SELECTION FOR MEDICAL OFFICER III, GUIDANCE COUNSELOR II (SENIOR HIGH SCHOOL), ADMINISTRATIVE ASSISTANT III, ADMINISTRATIVE ASSISTANT II, MASTER TEACHER I-II (ELEMENTARY), HEAD TEACHER I (SECONDARY), AND HEAD TEACHER II –III (ELEMENTARY)  
 February 28, 2024



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**PANDONG**

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