



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

31 July 2024

DIVISIONAL MEMORANDUM

No. *214* , s. 2024

**CONDUCT OF SELECTION FOR GUIDANCE COUNSELOR II
(SENIOR HIGH SCHOOL) & PROJECT DEVELOPMENT OFFICER I**

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

1. This Office announces the Conduct of Selection for Guidance Counselor for Senior High School and Project Development Officer I positions of this Division.
2. The ranking shall abide with the guidelines stipulated in DepEd Order 07, s. 2023, using the following qualification standard per CSC QS Manual (1997), as follows:

Position	SG	Education	Training	Experience	Eligibility	Place of Assignment
GUIDANCE COUNSELOR II (SENIOR HIGH SCHOOL)	12	Master's Degree in Guidance and Counselling	None Required	None Required	RA 1080 (Guidance Counselor)	In the School
PROJECT DEVELOPMENT OFFICER I	11	Bachelor's degree relevant to the job	None Required	None Required	Civil Service (Professional Second Level Eligibility)	Youth Formation Section-SGOD



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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;
- 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:

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

Schedule	Activity/Output	In-Charge
August 6, 2024	Orientation of Applicants via <i>MS Teams / Google Meet</i>	Applicants, Personnel Unit and HRMPSB



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August 12, 2024	Deadline for submission of pertinent documents to the Division Office	Applicants and HRMPSB Secretariat
August 13-14, 2024	Initial Evaluation of Documents	HRMO
August 15, 2024-September 2, 2024	Posting of Selection Line-Up	HRMO, HRMPSB Secretariat
August 29-30, 2024	Background Investigation	HRMPSB Secretariat
September 5, 2024	Interview/Deliberation en Banc/Further Evaluation	HRMPSB & Applicants
September 6, 2024	Submission of the Comparative Assessment result in print and electronic copies to the Schools Division Superintendent	HRMPSB

5. This Office shall observe the Equal Employment Opportunity Principle (EEO) 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.

6. 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 GUIDELINES SELECTION

AJS/DM – CONDUCT OF SELECTION FOR GUIDANCE COUNSELOR II (SENIOR HIGH SCHOOL) & PROJECT DEVELOPMENT OFFICER I
/July 31, 2024



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Enclosure 1.0

**DepEd Project Development Officer I
(Youth Formation Coordinator)
Duties and Responsibilities**

KEY RESULT AREA	DUTIES AND RESPONSIBILITIES
Program Management and Implementation for Youth Formation	Implements the mandated programs, projects, and activities on youth formation from the Central/Regional Office including but not limited to the Supreme Student Government (SSG) and Supreme Pupil Government (SPG) , and career guidance program .
	Coordinates the schools on cascading the mandated programs, projects, and activities on youth formation from the Regional/Central Office.
	Facilitates the conduct of the youth formation activities in the division level anchored on the DepEd Youth Formation Framework and DepEd Core Values .
	Provides inputs in the preparation Work and Financial Plans incorporating youth formation programs, projects, and activities.
	Oversees the activities of the schools on youth formation programs.



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	Develops a knowledge management system for the <u>newly-elected SPG, SSG, and school clubs/organizations officers</u> and newly-appointed Teacher-Advisers and for other data-driven youth formation activities and submits it to the Regional and Central Office.
	Submits narrative reports on the implementation of division-wide youth formation programs to the Regional and Central Office as may be deemed necessary.
	Initiates other youth formation programs, projects, and activities applicable in the division.
Capacity Building	Modifies the training needs assessment tool for conceptualizing youth formation training programs in the division level in coordination with the Human Resource Personnel.
	Facilitates the conduct of the training needs assessment in schools.
	Prepares training design for capacity building activities.
	Organizes capacity building activities to advisers, school youth formation coordinators, and students on skills development, leadership and relevant youth formation programs in



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	coordination with the Human Resource Personnel.
	Organizes capacity building programs for Guidance Coordinators, and School Guidance Counselors in the conduct of career guidance program with assistance from the Curriculum Implementation Division (CID) and Human Resource personnel.
Monitoring and Evaluation	Monitors the implementation of youth formation programs including but not limited to the school implementation of the SSG/SPG plan of actions and career guidance program.
	Analyzes/interpret the results of the monitoring
	Submits the report on the results of monitoring and evaluation to the SGOD Chiefs.
	Provides feedback on youth formation program implementation as reference for possible program intervention/modification.
	Recommends action research agenda based on the monitoring and evaluation results for the improvement and development of youth formation programs.
	Provides technical assistance on the implementation of youth formation programs,



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	projects and activities from national to the school level.
Partnerships and Linkages	Prepares proposals to possible partners and advocates of youth formation programs.
	Establishes partnerships and linkages in support of the youth formation programs, projects, and activities at the division level.
Secondary Duties	As may be assigned by the superior.



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Enclosure 2.0

DepEd Guidance Counselor II Duties and Responsibilities

Guidance Counselor II
1. Provides orientation to students in all year levels
2. Formulates guidance and counseling forms including individual inventory, agreement forms
3. Administers and interprets individual and groups psychological and projective tests
4. Provides effective individual and group counseling
5. Identifies students' needs and problems
6. Makes an action research based on the results of the identified of students' needs and problems
7. Makes referrals to different government agencies
8. Coordinates with the community, NGOs or Gos for program support
9. Provides career counseling to students
10. Provides scholarship programs to students



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