



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

**Office of the Schools Division
Superintendent**

September 6, 2021

DIVISION MEMORANDUM

No. 356 s, 2021

RANKING OF APPLICANTS FOR THE POSITIONS OF SCHOOL PRINCIPAL I – ELEM, DENTIST II, NURSE II, PROJECT DEVELOPMENT OFFICER-SHS, GUIDANCE COUNSELOR -SHS, REGISTRAR I-SHS, ADMINISTRATIVE OFFICER II-SHS, ADMINISTRATIVE OFFICER II (HRMO I), ADMINISTRATIVE ASSISTANT III (BOOKKEEPER), ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER), ADMINISTRATIVE ASSISTANT II-SHS, ADMINISTRATIVE ASSISTANT I, ADMINISTRATIVE AIDE VI

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. This Office announces the ranking of applicants for the positions of School Principal I- Elem, Dentist II, Nurse II, Project Development Officer-SHS, Guidance Counselor II-SHS, Registrar I-SHS, Administrative Officer II (for SHS and HRMO I), Administrative Assistant I-III and Administrative Aide VI for Calendar Year 2021, detailed qualification standards enclosed herein.
2. Hiring guidelines contained from the following issuances will serve as bases in appraising and screening the merit, fitness and competence of the applicants.

For School Principal:

- ✓ **Deped Order No. 39 s. 2007** – “Modified Qualification Standards for the Position of Head Teachers and Principals”
- ✓ **Deped Order No. 42, s. 2007** – “The Revised Guidelines on Selection, Promotion and Designation of School Heads”

All Other Positions:

- ✓ **Deped Order No. 66, s. 2007** - “Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching, and Non-Teaching Positions”

3. Applicants for promotion should have obtained at least Very Satisfactory performance rating in the last rating period prior to the assessment or screening before he/she can apply for advancement.
4. Applicants who do not meet the qualification standards of the position applied for are automatically disqualified to advance in the screening process.
5. Applicants shall submit pertinent documents arranged with side tab and table of contents enclosed in white folder in two (2) copies, certified true copy and the original copies, if required.

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Address: IPHO Bldg., Sudlon, Lahug, Cebu City
Telephone Nos.: (032) 255-6405
Email Address: cebu.province@deped.gov.ph

6. Additional documents submitted after the deadline shall not be accepted unless the Human Resource Merit Promotion and Selection Board requires additional documents which are not herein listed to substantiate claims of applicants.
7. Enclosed are the qualification standards of each position, schedule of activities and documentary requirements for the ranking of the various non-teaching and related-teaching positions.
8. Applicants for Principal I position must pass the National Qualifying Examination for School Heads (NQESH)/Principal's Test.
9. Shifting of career line from being a Master Teacher to as School Principal is allowed only once as provided for in Deped Order No. 82, s. 1997, "Revised Guidelines on Shifting from Master Teacher Position to Administrative Position and Vice-versa".
10. Applicants and the HRMPSB Sub-Committee shall strictly comply at all times all precautionary measures such as but not limited to social distancing, wearing of masks, gloves and shield, frequent handwashing of hands, etc.
11. Expenses incurred during the conduct of the activity shall be chargeable to **DIVISION/SCHOOL MOOE** subject to the usual accounting and auditing rules and regulations.
12. This Memorandum shall serve as **AUTHORITY TO TRAVEL**.
13. For immediate, widest dissemination and guidance of all concerned.


MARILYN S. ANDALES Edd, CESO V
Schools Division Superintendent


HRMPSB SCHEDULE OF ACTIVITIES IN THE RANKING OF VARIOUS NON-TEACHING AND RELATED-TEACHING POSITIONS IN DEPED CEBU PROVINCE DIVISION FOR CY 2021

DATE	VENUE	TIME	NO. OF DAYS	ACTIVITIES
September 7-17, 2021	Anywhere with internet connection	24 hours	10 days	Online Application by the Applicants through the division website www.cebuprovince.deped.gov.ph (http://112.198.193.182)
September 7-17, 2021	Division Office / Nearest Sub-Office	8:00AM - 5:00PM	10 days	<p>Submission of the applicants' pertinent documents in a folder with tabs including confirmation from the online application for the (a) conduct of preliminary evaluation of the qualification of all applicants; (b) verification against the original documents; and (c) certification as to the veracity, accuracy and authenticity of documents. The Office shall issue a certification to the applicant that it has received the application specifying the documents that have been submitted. Another copy will be retained to be attached in each folder of the applicant.</p> <p><i>Note: Two (2) folders per applicant (1-retained in the sub-office; 1-to be forwarded to the Division Office upon submission of tentative ranklist). Applicants are advised to bring their original documents for verification at the said Office.</i></p>
September 20-22, 2021	Sub-Office (c/o HRMPSB Sub-Committee)	8:00AM- 5:00PM	3 days	<p>Preparation of list of applicants by HRMPSB Sub-Committee in every sub-office</p> <p><i>Note: Only those applicants who successfully completed the online application and submitted the documentary requirements within the specified period shall be included in the preparation of the final list.</i></p>
September 23-24, 2021	Division Office	8:00AM- 5:00PM	2 days	Consolidation of list of applicants submitted by the HRMPSB Sub-Committee in each sub-office subject for evaluation
September 28 – October 12, 2021	Division Office/Conspicuous places	8:00AM- 5:00PM	15 days	15-Day Posting of List of Applicants in conspicuous places in the Division for the various vacant positions
September 29, 2021	Division Office/Virtual	8:00AM- 5:00PM	1 day	Orientation of the members of the Division and Sub-Selection Human Resource Merit

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				Promotion and Selection Board (HRMPSB) Committee
October 4-October 18, 2021	Sub-Office/Virtual simultaneous activity (thru the HRMPSB Sub-Committee)	8:00AM-5:00PM	15 days	<p>Documents evaluation, review, assessment and deliberation of qualifications and competence of applicants by the Sub-Selection HRMPSB Committee.</p> <p>School Principal: October 4-5, 2021</p> <p>Dentist II and Nurse II: October 6, 2021</p> <p>Project Development Officer: October 7, 2021</p> <p>Guidance Counselor II-SHS: October 8, 2021</p> <p>Registrar I-SHS: October 11, 2021</p> <p>Administrative Officer II: October 12-13, 2021</p> <p>Administrative I-III: October 14-15, 2021</p> <p>Administrative Aide VI: October 18, 2021</p>
October 19, 2021	Sub-Office/Virtual Simultaneous activity thru the different sub-committee	8:30AM-5:00PM	1 day	<p>Orientation and Clarification of Preliminary Points of Applicants by the Sub-Selection HRMPSB Committee</p> <p><i>Note: HRMPSB Sub-Selection Committee will take charge in the dissemination of the link to applicants should they opt to do it virtually.</i></p>
October 20 – November 5, 2021	Sub-Office/Virtual Simultaneous Activity thru the different sub-committee	8:00AM-5:00PM	11 days	<p>Interview of applicants by the Sub-Selection HRMPSB Committee.</p> <p>School Principal: October 20, 2021</p> <p>Dentist II and Nurse II: October 21-22, 2021</p> <p>Project Development Officer: October 25, 2021</p> <p>Guidance Counselor II-SHS: October 26, 2021</p> <p>Registrar I-SHS: October 27, 2021</p> <p>Administrative Officer II: October 28-29, 2021</p> <p>Administrative I-III: Nov 3-4, 2021</p> <p>Administrative Aide VI: November 5, 2021</p>
November 8-9, 2021	Division Office	8:00AM-5:00PM	2 days	Submission of Tentative Ranklist for the Various Non-Teaching and Related-Teaching Positions by the HRMPSB Sub-

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				selection Committee to the Division HRMPSB Committee
November 10-12, 2021	Division Office	8:00AM-5:00PM	3 days	Consolidation of points/Preparation of the Final Ranklist by the Division HRMPSB Secretariat
November 15-29, 2021	Division Office/Conspicuous places	8:00AM-5:00PM	15 days	Posting of the Initial Ranklist for 15 calendar days, open for clarification/corrections. NOTE: Clarification/correction of points shall only be entertained during the posting period with supporting documents for claim thru the HRMPSB Sub-Selection Committee
December 1, 2021	Sub-Committee (Simultaneous activity thru the different sub-selection committee)	8:00AM-5:00PM	1 day	Revalidation and deliberation of documents by the HRMPSB Sub-Selection Committee raised during the posting period and submission of the corrected ranklist. Note: Summary of concerns/clarifications raised by applicant during the posting period shall be submitted by the sub-selection committee together with the corrected ranklist
December 2-3, 2021	Division Office	8:00AM-5:00PM	2 days	Consolidation of the corrected ranklist by the Division HRMPSB Secretariat
December 6, 2021	Division Office	8:00AM-5:00PM	1 day	Submission of the Final Ranklist to the Office of the Schools Division Superintendent for final review and approval
December 7, 2021 & onwards	Division Office	8:00AM-5:00PM		Implementation of the Final Ranklist

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 Website: www.depedcebuprovince.ph

QUALIFICATION STANDARDS FOR VARIOUS NON-TEACHING AND RELATED TEACHING POSITIONS

Position Title	Salary Grade	BASIC QUALIFICATION STANDARDS				Place of Assignment	No. of Vacant Positions
		Education	Experience	Training	Eligibility		
School Principal I - Elem	18	Bachelor's degree in Elementary Education ; or	Head Teacher for one (1) year; or Teacher-In-Charge for two (2) years; or Master Teacher for two (2) years; or Teacher for five (5) years	40 hours of relevant training	RA 1080 (Teacher)	SDO/Schools within the Division of Cebu Province without full-fledged School Principal	87
Dentist II	16	Doctor of Dental Medicine or Dental Surgery	One (1) year relevant experience	4 hours relevant training	RA 1080 (Dentist)	SDO/Schools within the Division of Cebu Province	1
Nurse II	15	Bachelor of Science in Nursing	One (1) year relevant experience	4 hours relevant training	RA 1080 (Nurse)	SDO/Schools within the Division of Cebu Province	1
Project Development Officer - SHS	11	Bachelor's degree relevant to the job	One (1) year relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	Division Office/Cluster Districts within the Division of Cebu Province	2
Guidance Counselor II - SHS	11	Bachelor's degree in Guidance and Counseling or in any allied discipline	One (1) year relevant experience	4 hours of relevant training	RA 1080 (Guidance Counselor)	Very Large/Large Schools within the Division of Cebu Province	83

Registrar I - SHS	11	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Tuburan NHS, Madridejos NHS, Santa Fe NHS and Compostela NHS	4
Administrative Officer II - SHS	11	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Sibonga NHS, Bantayan NHS, Madridejos NHS and Badian NHS	4
Administrative Officer II (HRMO I)	11	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Very Large-Medium Central Schools within the Division of Cebu Province	156
Administrative Assistant III- Bookkeeper	9	Bachelor's degree in Business Administration, Major in Accounting; or Completions of at least two (2) years studies in Bachelor's degree in Accountancy or Commerce; or Completion of two (2) years studies in college with at least 9 units in accounting subjects	One (1) year relevant experience in accounting activities/tasks	4 hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet software (eg. Microsoft Excel)	Career Service (Sub Professional) First Level Eligibility	SOUTH: Barili, Moalboal, Dumanjug, Minglanilla, Dalaguete, Malabuyoc, San Fernando, Aloguinsan, Samboan, Sibonga, NORTH: Tuburan, Tabogon, San Francisco, Pilar, Balamban Division Office (DPSU)	JHS: 20 Elem: 35
Administrative Assistant II- Disbursing Officer	8	Bachelor's degree in Business Administration,	One (1) year relevant experience	4 hours of relevant training and 4 hours training on the use of computers and	Career Service (Sub Professional) First Level Eligibility	SOUTH: Aloguinsan, Barili, Boljoon, Dalaguete, Dumanjug, Argao, San Fernando, Malabuyoc,	JHS: Elem: 27

		Major in Accounting; or Completions of at least two (2) years studies in Bachelor's degree in Accountancy or Commerce; or		spreadsheet software (eg. Microsoft Excel)		Pinamungajan, Ronda, Santander, Sibonga, Minglanilla, NORTH: Liloan, Bantayan, Borbon, Buanoy, Consolacion, Sogod, Compostela, San Remigio, Tabuelan, Asturias, San Francisco, Madridejos, Tuburan, Sta. Fe,	
Administrative Assistant II - SHS (Clerical)	8	Completion of two (2) years studies in college with at least 9 units in accounting subjects	One (1) year relevant experience	4 hours of relevant training	Career Service (Sub Professional) First Level Eligibility	SOUTH: Alcantara, Alegria, Aloguinsan, Argao, Badian, Bojioon, Dalaguete, Malabuyoc, Pinamungajan, Samboan, San Fernando, Santander	25
Administrative Assistant I (Budget)	7	Completion of two (2) years studies in college	One (1) year relevant experience	4 hours of relevant training	Career Service (Sub Professional) First Level Eligibility	NORTH: Balamban, Daanbantayan, Madridejos, San Francisco	1
Administrative Aide VI	6	Completion of two (2) years studies in college	One (1) year relevant experience	4 hours of relevant training	Career Service (Sub Professional) First Level Eligibility	Division Office	2

DOCUMENTARY REQUIREMENTS TO BE SUBMITTED IN THE RANKING OF VARIOUS NON-TEACHING AND RELATED-TEACHING POSITIONS FOR CY 2021

- ✓ Confirmation Sheet generated from Online Application (RMIS)
- ✓ Application letter indicating the position applied for
- ✓ CSC Form 212 (Personal Data Sheet, Revised 2017) with the latest 2x2 ID picture
- ✓ Transcript of Records (TOR)
- ✓ Service Record / Certificate of Employment
- ✓ Designation Order (if applicable)
- ✓ Certificates of relevant training
- ✓ Certificate of Eligibility of the position applied for
- ✓ Performance Rating for the last three (3) rating periods (at least Very Satisfactory)
- ✓ Certificates of Outstanding Accomplishments (awards, innovations, research projects, publication, as resource speaker)
- ✓ Certificates of specialized training, scholarship grants, chair/ co-chair in technical Committee
- ✓ Certification from the Division/Office Accountant that the applicant has no unliquidated cash obligations as of August 2021
- ✓ Omnibus Certification of Authenticity and Veracity of Documents

NOTE: Applicants are encouraged to go through the hiring guidelines for position applied as stipulated in the memorandum for guidance in the assigning of points for each criterion.



Omnibus Certification of Authenticity and Veracity of Documents

I, _____, Filipino, of legal age, _____ (married/single) with permanent address at _____, after having been duly sworn in accordance with law, hereby depose and state that:

1. I am applying for _____ at _____
Position School / Office

Address of School / Office

2. I am executing this Omnibus Sworn Certification to attest to the authenticity and veracity of all documents I submitted, to wit:

- ✓ CSC Form 212 (Personal Data Sheet, Revised 2017) with the latest 2x2 ID picture
- ✓ Transcript of Records (TOR)
- ✓ Service Record / Certificate of Employment
- ✓ Designation Order (if applicable)
- ✓ Certificates of relevant training
- ✓ Certificate of Eligibility of the position applied for
- ✓ Performance Rating for the last three rating period
- ✓ Certificates of Outstanding Accomplishments (awards, innovations, research projects, publication, as resource speaker)
- ✓ Certificates of specialized training, scholarship grants, chair/ co-chair in technical Committee
- ✓ Certification from the Division/Office Accountant that the applicant has no unliquidated cash obligations as of August 2021
- ✓

3. I assume full responsibility and accountability on the validity and authenticity of the documents submitted and I understand that any violation will automatically disqualify me from the selection process.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ of _____

year place of issue month

Signature over printed name

SUBSCRIBE AND SWORN TO before me this ____ of _____

day month

year with Affiant exhibiting to me his/her Community Tax No. _____
issued on _____ at _____, Philippines.
date place of issue

Notary Public