



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

**Office of the Schools Division  
 Superintendent**

August 7, 2023

**DIVISION MEMORANDUM**  
 No. 300 s. 2023

**RANKING OF APPLICANTS FOR GUIDANCE COUNSELOR II – SHS , PROJECT  
 DEVELOPMENT OFFICER (PDO) I – SHS, ADMINISTRATIVE ASSISTANT III AND II  
 OF SDO CEBU FOR SY 2023-2024**

To: Assistant Schools Division Superintendents  
 Division Chiefs  
 Education Program Supervisors  
 Public Schools District Supervisors /District Caretakers  
 Elementary and Secondary School Heads  
 All Other Concerned

1. The Office announces the Ranking of Applicants for Guidance Counselor-SHS, Project Development Officer (PDO) I-SHS, Administrative Assistant III (Senior Bookkeeper) and Administrative Assistant II (Disbursing Officer) for Calendar Year 2023 – 2<sup>nd</sup> round.
2. Applicants shall be assessed utilizing the following hiring guidelines/issuances:
  - Deped Order No. 19, s.2022** – “The Department of Education Merit Selection Plan”
  - Deped Order No. 7, s.2023** – “Guidelines on Recruitment, Selection, and Appointment in the Department of Education”
3. Applicants shall be guided by the following qualification standards:

Position Title	Education	Experience	Eligibility	Training
Guidance Counselor II-SHS  Salary Grade: 12	Master's degree in Guidance and Counseling	None required	RA 1080 – Guidance Counselor	None required
Project Development Officer I-SHS  Salary Grade: 11	Bachelor's degree relevant to the job	None required	Career Service (Professional) Second Level Eligibility	None required



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Position Title	Education	Experience	Eligibility	Training
Administrative Assistant III (Senior Bookkeeper)  Salary Grade: 9	<p><b>Preferred:</b> Bachelor's degree in Business Administration, Major in Accounting; or</p> <p>Completion of at least two (2) years studies in Bachelor's degree in Accountancy or Commerce; or</p> <p>Completion of two (2) years studies in college with at least 9 units in accounting subjects</p> <p><b>Prescribed:</b> Completion of 2 years of studies in college</p>	<p>One (1) year relevant experience in accounting activities/tasks</p> <p>One (1) year relevant experience</p>	<p>4 hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet software (eg. Microsoft Excel)</p> <p>4 hours relevant training</p>	<p>Career Service (Sub Professional) First Level Eligibility</p> <p>Career Service (Sub Professional) First Level Eligibility</p>
Administrative Assistant II (Disbursing Officer)  Salary Grade: 8	<p><b>Preferred:</b> Bachelor's degree in Business Administration, Major in Accounting; or</p> <p>Completions of at least two (2) years studies in Bachelor's degree in Accountancy or Commerce; or</p> <p>Completion of two (2) years studies in college with at least 9 units in accounting subjects</p> <p><b>Prescribed:</b> Completion of 2 years of studies in college</p>	<p>One (1) year relevant experience</p> <p>One (1) year relevant experience</p>	<p>4 hours of relevant training and 4 hours training on the use of computers and spreadsheet software (eg. Microsoft Excel)</p> <p>4 hours relevant training</p>	<p>Career Service (Sub Professional) First Level Eligibility</p> <p>Career Service (Sub Professional) First Level Eligibility</p>

4. The point system for Evaluative/Comparative Assessment are as follows:

CRITERIA	BREAKDOWN OF POINTS		
	Related-Teaching: (Guidance Counselor II-SHS)	Non-Teaching: (Project Development Officer I-SHS)	Non-Teaching: Administrative Assistant III and II)
a. Education	10	5	5
b. Training	10	10	5
c. Experience	10	15	20
d. Performance	20	20	20
e. Outstanding Accomplishments	10	10	10
f. Application to Education	10	10	10
g. Application of L&D	10	10	10
h. Potential (Written Test, BEI, Work Sample Test)	20	20	20
<b>TOTAL:</b>	<b>100</b>	<b>100</b>	<b>100</b>

5. Applicants who do not meet the minimum qualification standards set for the vacant positions are automatically disqualified to advance in the screening process.
6. Applicants for promotion must have at least one (1) complete RPMS cycle of the present position before he/she can apply for the next higher position.
7. Applicants shall prepare only one (1) folder containing pertinent documents which are certified true copies of the original documents. Applicants are required to bring the original documents upon submission of the application.
8. Applicants who failed to submit the complete mandatory requirements on the set deadline shall not be included in the pool of official applicants.
9. The pertinent documents are to be arranged and fastened in a white folder with proper tabbing and a table of contents based on the list, as attached.
10. Additional documents submitted after the deadline shall not be accepted unless the Human Resource Merit and Promotion Selection Board (HRMPSB) requires additional documents which are not herein listed to substantiate the claims of applicants.
11. Applicants for the various positions shall accomplish the Data Privacy Consent Form relative to the posting of the ranking results for the position applied. Refer to the attached form.
12. Refer to schedule of activities for the ranking of vacant positions.

ACTIVITY	INCLUSIVE DATES	VENUE
Submission of application folders through the HR Unit	August 10-25, 2023 (Mondays-Fridays 8:am-5:00pm excluding holidays)	HR Unit
Posting of Shortlisted applicants for various vacant positions in conspicuous places	August 29, 2023	SDO HRMPBS Board
Assessment/Review of applicants' pertinent documents	August 30, 2023 – September 1, 2023	SDO Conference Hall

Conduct of written examination/interview	September 4-6, 2023	SDO Conference Hall
Checking/grading of written tests given to applicants	September 7-8, 2023	SDO Conference Hall
Consolidation of points or scores for posting	September 11, 2023	HR Unit/Office of the HRMPSB Chairman
Posting of Tentative Comparative Assessment Result (CAR)	September 13-22, 2023	SDO HRMPSB Board/Official Website

13. Members of the HRMPSB/HR Unit/ Secretariat and all other sub-selection committee members shall be given Compensatory Time-Off (CTO) or leave credits whatever is applicable for the work or services rendered during Saturdays/Holidays.
14. Applicants and the HRMPSB Committee shall strictly comply at all times with all precautionary measures including but not limited to social distancing, etc.
15. Meals, Accommodation, and Other Expenses incurred during the conduct of the activity shall be chargeable to **DIVISION MOOE**, however, travelling expenses incurred by the school heads and other members of the committees who need to travel from the districts or schools shall be charged to the school's MOOE or other local funds available subject to its availability and the usual accounting and auditing rules and regulations.
16. This Memorandum shall serve as **AUTHORITY TO TRAVEL** for those stationed in the schools or districts.
17. For immediate, widest dissemination and guidance of all concerned.

  
**SENEN PRISCILO P. PAULIN, CESO V**  
 Schools Division Superintendent

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### LIST OF DOCUMENTARY REQUIREMENTS

1. Application Letter addressed to the Schools Division Superintendent indicating the position applied for;
2. Duly accomplished Personal Data Sheet (CSC Form No. 212, Revised 2017), with the latest 2x2 ID picture;
3. Work Experience Sheet;
4. Certified True Copy of Eligibility/Board Rating;
5. Certified True Copy of valid and updated PRC ID/License;
6. Certified True Copy of scholastic/academic records (Transcript of Records and Diploma, including completion of graduate or post-graduate units/degree;
7. Latest Service Record/Certificate of Employment/Contract of Service;
8. Certified True Copies of Certificates of Relevant Training Attended **taken/attended within the last five (5) years reckoned from the date/deadline of submission;**
9. Performance Rating for the last three (3) rating periods/calendar or school years (with at least VS rating) covering three-year performance/s in the current or latest position prior to the deadline of submission;
10. Certified True Copy of Latest CSC-approved appointment/last promotion (mandatory requirement), if applicable;
11. Certificates of Outstanding Accomplishments (Awards, Innovations, Research Projects, publications, Speakership);  
Note: being a facilitator cannot be credited to speakership
12. Certificates of specialized training, scholarship grants, chair/co-chair of in technical working committee;
13. Checklist of Requirements and Omnibus Sworn Statement on the Certification of Authenticity and Veracity of the documents submitted, signed by the applicant;
14. Data Privacy Consent Form;
15. Other pertinent documents as may be applicable for position applied for.

## CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Application Code: \_\_\_\_\_

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of 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 available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, 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 (Annex C)			
k. Other documents as may be required for comparative assessment:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment <sup>2</sup>			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

## OMNIBUS SWORN STATEMENT

**CERTIFICATION ON AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
 Name and Signature of Applicant

Attested:

\_\_\_\_\_  
 Human Resource Management Officer/ Authorized Personnel

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



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**Human Resource Merit Promotion & Selection Board (HRMPSB)**

**DATA PRIVACY CONSENT FORM**

We at the HRMPSB are committed to provide you with services that are compliant to the Data Privacy Act (RA 10173) including its IRR as well as the other guidelines and issuances by the National Data Privacy Commission (NPC).

**Processing of Personal Data:**

The personal information being collected which may include your name, contact numbers, email address, home and office address, photos, birthdate and the like, may be used for (1) ranking purposes only; (2) monitoring the update of your application; (3) sending notifications/updates; and (4) other similar activities, in connection to your application for employment or promotion. Said information will only be used for activities related to recruitment, selection and appointment and will not be shared by other agencies. For posting in the agency website, **only the names will be indicated** (birthdates, contact numbers will not be included), **if an employee/applicant provides written objection to the posting of names on the website or agency's bulletin board, numeric or alphabetic coding may be resorted to.** Information may be used further by the agency for research and for statistical purposes only.

**Data Protection:**

We shall implement reasonable and appropriate organizational, physical, and technical security measures for the protection of personal information which we collected. Only authorized personnel (HR Unit) are permitted and have access to the collected information who will treat any confidential information under strict confidentiality. In case of a breach, HRMPB shall notify you and inform the National Privacy Commission (NPC) in accordance with the NPC Circular 16-03 or Personal Data Breach Management. Personal information collected are stored and later disposed of via shredding and permanently deleted in our electronic files in accordance with R.A. No. 9470 otherwise known as National Archives of the Philippines Act of 2007.

**Rights of the Data Subject:**

As the Data Subject, you have the right to be informed of the personal information being collected, processed, and stored by HRMPB as well as to access, object, rectify, and block the same. For questions or concerns, you may contact the HR Unit for further details.

I have read this form, understood its contents, and consent to my personal data. I understand that my consent does not preclude the existence of other criteria for lawful processing of personal data and does not waive any of my rights under the Data Privacy Act of 2012 and other applicable laws.

(Signature over Printed Name)

\_\_\_\_\_  
 Applicant

hrmpsb/vay2023



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