MEMORANDUM TO:

Chief Education Supervisors – CID and SGOD
Elementary and Secondary School Principals
Officers-In-Charge
Public Schools
All Concerned

VACANT GUIDANCE COUNCILOR II POSITION AT SDO NAVOTAS CITY

Please see attached Memorandum from DR. MALCOLM S. GARMA, Director IV, DepEd-NCR, on the subject VACANT GUIDANCE COUNCILOR II POSITION AT SDO NAVOTAS CITY, contents of which is self-explanatory.

Immediate and wide dissemination is highly enjoined.

SHERYLL T. GAYOLA
Education Program Supervisor
Officer In-Charge
Office of the Schools Division Superintendent

November 11, 2019
MEMORANDUM
No. NCR 206 s. 2019

TO : Schools Division Superintendents (except Navotas City)

FROM : MALCOLM S. GARMA
Director IV

DATE : October 25, 2019

SUBJECT : Vacant Guidance Counselor II Position at SDO Navotas City

1. Enclosed is a copy of the letter and Memorandum dated October 21 & 22, 2019 respectively of the OIC- Office of the Schools Division Superintendent of Navotas City, relative to the call for submission of application documents for Guidance Counselor II Position", SG-12, which is self-explanatory.

2. For immediate dissemination

Encls:

As stated

personnel/epm
22 October 2019

DR. MALCOM S. GARMA
Director IV
DepEd NCR
Misamis St, Bago Banjay
Quezon City

SIR:

Greetings of Solidarity

In view of the dearth of applicants for the Guidance Counselor II position in the Division, this office respectfully requests the Regional Office to disseminate the attached memorandum to the fifteen (15) other Division Offices in the region to attract more qualified applicants, in both public and private schools.

Thank you!

Very truly yours,

ALEJANDRO G. IBAÑEZ, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent
MEMORANDUM

To: OIC-Assistant Schools Division Superintendent
   Chief Education Supervisors
   Public Elementary & High School Heads
   All Others Concerned

FROM: ALEJANDRO G. IBAÑEZ, CESO VI
   Assistant Schools Division Superintendent
   Officer-In-Charge
   Office of the Schools Division Superintendent

SUBJECT: VACANT POSITION FOR GUIDANCE COUNSELOR II

Date: 21 October 2019

The field is hereby informed of the vacant teaching-related position.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Position</th>
<th>Salary Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Guidance Counselor II (Senior High School)</td>
<td>12</td>
</tr>
</tbody>
</table>

CSC Qualification Standards:

<table>
<thead>
<tr>
<th>POSITION</th>
<th>EDUCATION</th>
<th>TRAINING</th>
<th>EXPERIENCE</th>
<th>ELIGIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guidance</td>
<td>Master's degree in Guidance &amp; Counseling</td>
<td>None required</td>
<td>None required</td>
<td>RA 1080 (Guidance Counselor)</td>
</tr>
<tr>
<td>Counselor  II</td>
<td></td>
<td></td>
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</tbody>
</table>

In this connection, interested and qualified applicants are advised to submit the following pertinent papers to this office, c/o the Personnel Unit not later than November 22, 2019 for ranking purposes.

a. Letter of Intent (stating which position being applied for & address such letter to the OIC - SDS),
b. Duly notarized Certificate of Authenticity,
c. Duly accomplished Form 212 Revised 2017 (Personal Data Sheet),
   Updated Service Record/ Certificate of Employment,
d. Official Transcript of Records,
e. Principalship Passer & PRC License;
f. Certificate of relevant experience,
g. Certificate of relevant Seminars/ Trainings attended,
h. Other Outstanding Accomplishments (Meritorious Accomplishments).
Below is the schedule of activities on recruitment and selection relative to the ranking of said positions:

<table>
<thead>
<tr>
<th>Date</th>
<th>Activities</th>
<th>Committee In-Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 22, 2019</td>
<td>Deadline of submission of Documents to the DO</td>
<td>Human Resource Merit Promotion &amp; Selection Board (HRMPSB)</td>
</tr>
<tr>
<td>November 25, 2019</td>
<td>Evaluation of Qualified Applicants</td>
<td></td>
</tr>
<tr>
<td>November 27, 2019</td>
<td>Deliberation of Result</td>
<td></td>
</tr>
<tr>
<td>November 29, 2019</td>
<td>Posting of Result</td>
<td></td>
</tr>
</tbody>
</table>

DepEd Order No. 66, s. 2007 shall be used as references for evaluation.

For queries and clarifications, please contact Ms. Elenor R. Cansino, HRMO-II at 8355-50-32 and genesisann.gonzales@deped.gov.ph.

Immediate and wide dissemination of this memorandum is desired.