



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
IPHO Bldg., Sudlon, Lahug, Cebu City



August 11, 2017

**DIVISION MEMORANDUM**

No. 517, s2017

**SCHEDULE AND GUIDELINES FOR THE SCREENING AND INTERVIEW OF APPLICANTS FOR  
BATCH 6 VACANT POSITIONS OF DEPED RO VII**

**TO:** Assistant Schools Division Superintendents  
Chiefs, Functional Divisions  
Education Program Supervisors/Coordinators/ SEPS/ EPS2  
Public Schools Division Supervisors (PSDSs)/District Caretakers/OICs  
Heads/Teachers of Elementary and Secondary Schools  
All Others Concerned

1. Dissemination of the herein Regional Memorandum No. 0498, s.2017 which announces the schedule and guidelines for the screening and interview of applicants for the vacant positions of DepEd Regional Office VII.
2. For information and guidance of all concerned.

  
**RHEA MARIA A. ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent

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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



JUL 2 - 2017

REGIONAL MEMORANDUM

No. 7498 s. 2017

**SCHEDULE AND GUIDELINES FOR THE SCREENING AND INTERVIEW OF APPLICANTS FOR BATCH 6 VACANT POSITIONS OF DEPED RO VII**

**To:** Schools Division Superintendents  
Officers-in-Charge of Schools Divisions  
All Others Concerned

1. This Office, through its Personnel Selection Board (PSB), announces the schedule and guidelines for the screening and interview of applicants for the following vacant positions of DepEd Regional Office VII

POSITION	SALARY GRADE	FUNCTIONAL DIVISION	NO. OF VACANCIES
Administrative Officer II	SG-11	Finance Division	1
Accountant II	SG-16	Finance Division	1
Medical Officer IV	SG-23	Education Support Services Division	1
Dentist	SG-20	Education Support Services Division	1
Nutrition and Dietetics II	SG-15	Education Support Services Division	1
Chief Education Supervisor	SG-24	Quality Assurance Division	1
Chief Education Supervisor	SG-24	Human Resource and Development Division	1

2. Interested qualified applicants (*only those who meet **all** the educational, experience, training, and civil service eligibility requirements indicated in **Enclosure 1***) are directed to follow the procedure below:

2.1 Submit a **scanned application letter, accomplished CSC Form 212 or resume, and RO7 applicant template (see Enclosure 2)** for the specific vacant position/s as an attachment to an email to be sent via **ro7qad@gmail.com** on or before August 11, 2017.

The subject of your message should be your last name and the position you are applying for (i.e. **CRUZ Accountant II**).

2.2 Report to Human Resource Management Officer of the Administrative Division of DepEd Regional Office VII (2<sup>nd</sup> Floor) for the Preliminary

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Evaluation by the PSB Secretariat, and Screening and Interview by the PSB on the same day of the scheduled date indicated in **Enclosure 1** of this Memorandum. Bring with you **two (2) folders** (*use of clear book is not allowed*) of your pertinent documents (*1 folder of the original documents and 1 folder of the photocopies of the original documents*) **arranged and labeled in the following order:**

- 2.2.1 Accomplished CSC Form 212 (revised)
- 2.2.2 Performance rating for the last 3 rating periods (should be at least Very Satisfactory and with numerical equivalents)
- 2.2.3 Service Record (Experience related to the duties and functions of the position to be filled) and supporting Designation Order/s
- 2.2.4 Outstanding or Meritorious Accomplishments
- 2.2.5 Educational Record (Transcript of Records, including supporting Certifications)
- 2.2.6 Certificates of Training/Seminars (at least 3-day duration) attended, including Scholarship Programs, Short Courses, Study Grants, and Chairmanship/Co-chairmanship in a Technical/Planning committee

Applicants must bring all their documents for the screening. Applicants who fail to bring requirements such as accomplished CSC Form 212 and machine copies of original documents cannot proceed to the next step of the selection process. Requests for chances to produce documents that are left at home or in their offices will not be accommodated.

3. Important guidelines to adhere to during the preliminary evaluation, screening, and interview are the following:

- 3.1 The PSB Secretariat conducts Preliminary Evaluation to check whether the applicants have met the basic requirements for the vacant position applied for at exactly 8:00 A.M. on the scheduled date. Applicants who fail to arrive at 8:30 A.M. will no longer be entertained.
- 3.2 The PSB Secretariat validates the authenticity of the photocopied documents by comparing them to the original documents of those applicants who have passed the Preliminary Evaluation.
- 3.3 The PSB in cooperation with its Secretariat assists the applicants in evaluating and scoring their validated documents. Scores are reflected in the LCD-projected **consolidated scoring template** when the PSB has affirmed the accuracy of the scores. Partial ranking results is declared after the evaluation and screening of documents.

Note that the basis for evaluating and scoring applicants' valid documents is the regional contextualization of the scoring standards stipulated in


DepED Order No. 66, s. of 2007 (Please see **Enclosure 2 of R.M. No. 0777, s. 2016**).

3.4 The PSB conducts Behavioral Event Interview of the applicants. Final ranking results is declared after encoding the scores.

4. Since the screening, including the Behavioral Event Interview, would likely be a one-day event, applicants are advised to bring their own provision for snacks and lunch. Meals and snacks for the PSB, PSB Secretariat, and credential validators on July 31, 2017 shall be charged against Regional MOOE, subject to the usual accounting rules and regulations.

6. For further details, please contact Dr. Brazil B. Sanchez, HRMO III, DepED Region VII, through telephone number (032) 255-1313.

7. For immediate and wide dissemination.

  
JULIET A. JERUTA, Ph.D., CESO V  
Director III/OIC-Regional Director

ENCLOSURE 1

**SCHEDULE OF SCREENING AND BASIC REQUIREMENTS  
FOR QUALIFIED APPLICANTS**

SCREENING DATE	POSITION	BASIC REQUIREMENTS TO BE PART OF SCREENING			
August 14, 2017	Medical Officer IV	Doctor of Medicine/Diplomate of fellow	2 years relevant experience	8 hours relevant training	RA 1080 Medical Doctor
August 14, 2017	Dentist III	Doctor of Dentistry	2 years of relevant experience	8 hours relevant training	RA 1080 Dentist
August 15, 2016	Chief Education Supervisor (Quality Assurance Division)	Master's Degree in Education or other relevant degree/ Master's Degree with specific area of specialization	4 years relevant experience in management and supervision	24 hours of training in management and supervision	PBET, Teacher
August 15, 2016	Chief Education Supervisor (Human Resource and Development Division)	Master's Degree in Education or other relevant degree/ Master's Degree with specific area of specialization	4 years relevant experience in management and supervision	24 hours of training in management and supervision	PBET, Teacher
August 16, 2016	Administrative Officer II	Bachelor's Degree	1 year relevant experience	4 hours relevant training	Career Service (Professional) Second Level Eligibility
August 16, 2016	Accountant II	Bachelor's Degree in Commerce/ Business Administration major in Accounting	1 year relevant experience	4 hours relevant training	RA 1080 Certified Public Accountant
August 16, 2016	Nutritionist Dietician II	Bachelor's Nutrition and Dietetics or relevant degree	1 year of relevant experience	4 hours relevant training	RA 1080 (must be licensed Dietitian/ Nutritionist)

ENCLOSURE 2

**RO7 APPLICANT TEMPLATE**

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_

EDUCATIONAL QUALIFICATIONS						
DEGREE	Name of Degree	Graduated		CAR?		If NO, no. of units
		YES	NO	YES	NO	
Bachelor						
Masteral						
Doctoral						

WORK EXPERIENCE					
	Position/ Designation	Name of Office/ Institution/ Company/ Enterprise	Length of Service		
			Years	Months	Days
1					
2					
3					
4					

RELEVANT TRAINING								
TITLE OF TRAINING	Sponsored by	Level						
		Internatio nal	National	Region	Division	District	School	Others (Specify)
1								
2								
3								
4								
5								

ELIGIBILITY: \_\_\_\_\_

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