



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

15 Jan 2021

DIVISION MEMORANDUM  
No. 009, s. 2021

**ANNOUNCEMENT OF CAREER OPPORTUNITY:  
GUIDANCE COUNSELOR II POSITION**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**PSDS, Education Program Supervisors**  
**Section Heads**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
This Division

9. This Office announces the extension on submission for Applications for Guidance Counselor II position to **February 12, 2021, 11:59PM.** Interested applicants may request a copy of the duties and responsibilities of the position via email to [recruitment.elsalvadorcity@deped.gov.ph](mailto:recruitment.elsalvadorcity@deped.gov.ph).
10. The ranking shall abide with the guidelines stipulated in DepEd Order No. 66, s. 2007, otherwise known as "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions."
11. The following qualification standards shall be considered:
- Prescribed Qualifications**
- Education:* Master of Arts in Guidance and Counseling
  - Training:* none required
  - Experience:* none required
  - Eligibility:* RA 1080 (Guidance Counselor)
- Required Competencies**
- Core Behavioral Competencies:* Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;
  - Core Skills:* Oral Communication, Written Communication and Computer/ICT Skills
12. All interested applicants shall scan the required documents which shall then be saved in one (1) PDF file (following the same order as enumerated below).

OSDS/AJMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

Filename of which shall be GUIDC2\_Full Name (e.g. GUIDC2\_Juana D. Cruz).  
The PDF file must be sent to [recruitment.elsalvadorcity@deped.gov.ph](mailto:recruitment.elsalvadorcity@deped.gov.ph) on or before the deadline.

- a. Application Letter;
- b. Accomplished CS Form 212 (Personal Data Sheet, Revised 2017) with picture;
- c. Certificate of Registration/ License or any proof of eligibility;
- d. Performance Rating for the last three (3) rating periods;
- e. Updated copy of Service Record;
- f. Transcript of Records;
- g. All available and eligible pertinent documents as stipulated in DepEd Order No. 66, s. 2007; and
- h. Omnibus certification of authenticity and veracity of all documents submitted.

13. Only applicants who are included in the Selection Line-Up, as reflected in the Division Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) (Just click: Career Opportunities → Selection Line-Up), will undergo the interview, tentatively scheduled on *March 05, 2021*.

14. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Chairman: **Alicia E. Anghay**  
Assistant Schools Division Superintendent

Members: **Rolly B. Labis**  
SGOD, Chief Education Program Supervisor

**Jeffrey M. Martinez**  
Administrative Officer V

**Anna Mae M. Atillo**  
Human Resource Management Officer II

**Pureza B. Oco**  
Master Teacher II, EDTEA Representative

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

---

Secretariat: **Randy Rhys U. Capistrano**  
Administrative Assistant III

15. This Office shall observe the Equal Employment Opportunity Principle (EEOP). Hence, there must be no bias/discrimination based on race, ethnicity, sex, age, disability, national origin, religion and/or political affiliation.

16. Immediate dissemination of the Memorandum to all concerned is enjoined.

**OLGA C. ALONSABE**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:

HIRING      RECRUITMENT      SELECTION

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)