Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
City of Kabankalan, Negros Occidental
Telefax No. 034-4712003, Email: dep_ed_bangkal@yahoo.com.ph

January 11, 2017

M E M O R A N D U M

To: All Concerned

1. This is to inform the field that this office is now accepting applicants for the position of ***Guidance Counselor II (Senior High School)***. Per NOSCA No. 0602016-12-068 dated December 9, 2016, a total of six (6) items were allocated for this division.

2. In view of the above, all interested and qualified applicants may submit their application letter together with the documents listed below for ranking purposes, to Mr. Chris G. Erabon, Administrative Officer IV (Personnel), Office of the SDS on or before ***5:00 pm of January 20, 2017.***

    a. Performance Ratings for the last three (3) rating periods
    b. Updated Service record / Certificate of Employment
    c. Latest Appointment
    d. Transcript of Records
    e. Certificates of Seminars and Trainings Attended
    f. Civil Service Eligibility

3. As per Civil Service Resolution No. 1100652 which was promulgated on May 26, 2011, the revised minimum qualification standards for the above-mentioned position are as follows:

    Guidance Counselor II, SG-12

Education:	Bachelor's Degree in Guidance and Counseling or in any allied field
Experience:	1 year of relevant experience
Trainings:	4 hours of relevant training
Eligibility:	RA 1080 (Guidance Counselor)

4. Only shortlisted applicants shall be called for an interview on ***January 25, 2017***.

5. Immediate and wide dissemination of this Memorandum is desired.

Prepared by:

ARNOLD S. MAGDAET
Administrative Officer V

Noted:

ROGELIO P. AMADOR
Acting Schools Division Superintendent
Chairman, Personnel Selection Board

Approved:

ANTHONY H. LIOBET, CESO VI
Asst. Schools Division Superintendent
Officer-In-Charge, Office of the SDS