



Republic of the Philippines  
**Department of Education**

REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE OF NUEVA ECIIJA

DEP - ED SDO N.E.  
**RELEASED**  
SEP 16 2022

**RECORDS SECTION**

16 September 2022

DIVISION MEMORANDUM  
No. 300 s, 2022

**DIVISION OPEN RANKING FOR GUIDANCE COUNSELOR AND GUIDANCE  
COORDINATOR POSITIONS**

TO Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Elementary and Secondary School Principals  
All Others Concerned

1. This is to announce that there will be a conduct of an Open Ranking for **Guidance Counselor and Guidance Coordinator** position on **September 21, 2022, 9:00 AM** at the Schools Division Office-Board Room, Brgy. Rizal, Santa Rosa, Nueva Ecija.

- a. Guidance Counselor I – SG 11 – (to be deployed in Doña Juana NHS, Dr. Ramon De Santos NHS, Palayan City NHS, Bartolome Sangalang NHS, Rizal NHS, Talavera NHS and Nueva Ecija HS)
- b. Guidance Counselor II – SG 12 – (61 items to be deployed in SHS)
- c. Guidance Counselor III – SG 13 – (to be deployed in Nueva Ecija HS, Aliaga NHS, General Tinio NHS and Cabiao NHS)
- d. Guidance Coordinator III – SG 16 – (to be deployed in Cabiao NHS)

2. Interested applicants should meet the minimum requirements required by the position base on the CSC Qualification Standard, to wit:

A. Guidance Counselor I, I, III

Education: Master's Degree in Guidance and Counseling.  
Experience: None Required  
Training: None Required  
Eligibility: RA 1080 (Guidance Counselor)

B. Guidance Coordinator III

Education: Master's Degree in Guidance and Counseling.  
Experience: 1 year of relevant experience  
Training: 4 hours of relevant training  
Eligibility: RA 1080 (Guidance Counselor)



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Facebook Page: DepEd SDO Nueva Ecija  
Webpage: <https://sites.google.com/deped.gov.ph/depednuevaecija/>



3. All interested applicants are required to upload the accomplished notarized and updated **Personal Data Sheet (CSC Form 212)** and **Omnibus Sworn Statement of Authenticity** to this link <https://bit.ly/sdoneranking> on or **before 5:00 PM on September 19, 2022**. The link will be closed after the aforementioned date and time.
4. Applicants are required to bring one (1) set – original copies and one (1) set – photocopies of the following documents on the day of ranking, to wit:
  - a. Notarized Omnibus Sworn Statement of Authenticity
  - b. Letter of intent addressed to the Head of Office
  - c. Notarized and updated CS Form 212
  - d. Authenticated copy of Eligibility
  - e. Last 3 years of Performance Rating
  - f. Service Record or Certificate of Employment
  - g. Outstanding Accomplishment
  - h. Innovations
  - i. Research and Development Projects
  - j. Publication/Authorship
  - k. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia
  - l. Transcript of Record
  - m. Certificate of Trainings
5. Applicants should follow the schedule of activity during selection process, to wit;
  - a. 10 minutes orientation
  - b. 5 minutes verification of documents relative to the CSC Qualification Standards
  - c. 10 minutes examination
  - d. The rest of the time will be allotted for interview and appreciation of documents
6. Interested applicants should be at the SDO-Board Room 15 minutes before the activity
7. Please refer to DepEd Order No. 66, s. 2007 for the computation of points in accordance with the criteria as indicated therein.
8. The Division Selection Board (PSB) is composed of the following:

Chairman: Mina Gracia L. Acosta, PhD, CESO VI  
Assistant Schools Division Superintendent

Ronilo E. Hilario, CESE  
Assistant Schools Division Superintendent

Members:	Orlando C. De Leon	Administrative Officer V
	Roxer Erwin B. Garcia	Administrative Officer IV (HRMO)
	Luis M. Calison	SGOD-Chief
	Antonio U. Felix	Medical Officer III-President NTPA

Secretariat:	Melanie S. Garcia	Administrative Officer II
	Kenneth Tristan L. Silverio	Administrative Assistant III

9. No application shall be accepted after September 19, 2022.
10. All applicants are welcome regardless of gender, civil status, disability, pregnancy, religion, ethnicity, or political affiliation.
11. Strict implementation of health protocols such as wearing of face mask, physical distancing, and use of sanitizers/disinfectants will be observed. Health declaration of applicants will be required.
12. Expenses to this event shall be charged against the Division MOOE funds, subject to the existing budgeting, accounting, auditing rules and regulations.
13. For information, guidance, and compliance.

  
**JESSIE D. FERRER, CESO V**  
Schools Division Superintendent 

Encl.: None

Reference: DO 66 s. 2007

To be indicated in the Perpetual Index  
under the following subject:

APPLICANTS  
GUIDANCE COUNSELOR  
GUIDANCE COORDINATOR