



DEP-ED SDO N.E.  
**RELEASED**  
NOV 29 2022

Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE OF NUEVA ECIIJA

RECORDS SECTION

29 November 2022

DIVISION MEMORANDUM  
No. 421 s, 2022

**DIVISION OPEN RANKING FOR GUIDANCE COUNSELOR III  
AND GUIDANCE COUNSELOR II 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 III and Guidance Counselor II** positions on **December 6, 2022, 9:00 AM** at the Schools Division Office-Board Room, Brgy. Rizal, Santa Rosa, Nueva Ecija.

a. Guidance Counselor III – SG 13 – (to be deployed in Nueva Ecija National High School)

b. Guidance Counselor II – SG 12 – (60 items to be deployed in SHS)

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

Guidance Counselor II, III

Education: Master's Degree in Guidance and Counseling

Experience: None Required

Training: None Required

Eligibility: RA 1080 (Guidance Counselor)

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 December 5, 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



**Address:** Brgy. Rizal, Santa Rosa, Nueva Ecija 3101

**Telephone No.:** (044) 940 3121

**Email:** nueva.ecija@deped.gov.ph

**Facebook Page:** DepEd SDO Nueva Ecija

**Webpage:** <https://sites.google.com/deped.gov.ph/depednuevaecija/>



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: Luis M. Calison SGOD-Chief  
Orlando C. De Leon Administrative Officer V  
Roxer Erwin B. Garcia Administrative Officer IV (HRMO)  
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 December 5, 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  
RBG 2022 Division Ranking for Guidance Counselor III, II Position  
1-3-2/RBG 29-11-2022