



Republic of the Philippines  
 Department of Education  
 National Capital Region  
**DIVISION OF CITY SCHOOLS**  
 City of Mandaluyong

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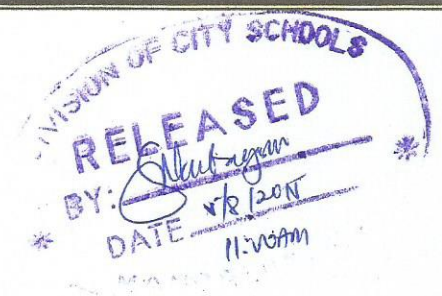


Division Memorandum No. 16, s. 2015

Date : May 7, 2015

Memorandum To : Education Program/District Supervisors  
 Principals, Public Elementary and Secondary Schools  
 Administrative Officer V  
 Division Section Chiefs  
 All Others Concerned

Subject : **RECRUITMENT, SELECTION AND SCREENING FOR ATTORNEY III POSITION  
 UNDER THE APPROVED RATIONALIZED STAFFING PATTERN**



1. Due to insufficient number of qualified applicants for Attorney III position, the field is hereby informed that the recruitment, selection, and screening for the said position is now officially open to all interested applicants **within and outside** of this Office.
2. The minimum qualification standards of the aforementioned position are the following:

POSITION	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Attorney III	Bachelor of Law	1 year of relevant experience	4 hours of relevant training	RA 1080 (Bar)

3. Interested applicants who meet the minimum qualification standards are requested to submit their application letter together with the following credentials c/o Personnel Unit on or before **May 22, 2015**, to wit:
  - a. Personal Data Sheet (CSC form 212) or Resume
  - b. Copy of Career Service Eligibility Rating
  - c. Updated Copy of Service Record or Certificate of Employment with Statement of Actual Duties and Responsibilities
  - d. Performance Appraisal or Evaluation for the last three (3) Rating Periods
  - e. Transcript of Records
  - f. Certificates of Trainings Attended (at least 3 days)
  - g. Specialized Training Certificates, e.g. scholarship programs, short courses, study grants
  - h. Certification of Outstanding Accomplishments

4. Qualified applicants for the said position shall be assessed based on the criteria set forth in the DepEd Order No. 66, s. 2007 re: ***“Revised Guidelines on Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions,”*** to wit:

CRITERIA	POINTS
Performance	30
Experience	10
Outstanding Accomplishments (Meritorious Accomplishments)	20
Education	15
Training	10
Psycho-social Attributes	5
Potential	10
<b>TOTAL</b>	<b>100</b>

5. Interested applicants are advised to determine if they meet the minimum qualification standards of the Civil Service Commission and the selection criteria in DepEd Order No. 66, s. 2007. It is expected that **all** needed credentials and requirements are presented to the Division Personnel Unit.
6. School Principals are enjoined to post a copy of this Memorandum in three (3) conspicuous places in the school to attract more applicants for wide selection.
7. Immediate and wide dissemination of this **Memorandum** is desired.



**NERISSA L. LOSARIA, CESO VI**  
Officer-in-Charge

Office of the Schools Division Superintendent