



Republic of the Philippines  
**Department of Education**  
 Central Visayas, Region VII  
 Province of Bohol  
**DIVISION OF CITY SCHOOLS**  
 Tagbilaran City



July 20, 2016

DIVISION MEMORANDUM

No. 362s of 2016

**RANKING OF TEACHING-RELATED AND NON-TEACHING POSITIONS  
 FOR SENIOR HIGH SCHOOL**

TO: All School Heads  
 Applicants  
 Others Concerned

1. This Office hereby announces the ranking of Teaching-Related and Non-Teaching positions for Senior High School. Kindly refer to the herein information to wit;

POSITION TITLE & SALARY GRADE	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS	NO. OF VACANCY
<b>Assistant Secondary School Principal II</b> (Senior High School) [SG 19]	Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education	2 years relevant experience	8 hours of relevant training	RA 1080/NQESH	3
<b>Administrative Officer II</b> [SG 11]	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	1
<b>Registrar I</b> [SG 11]	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	1
<b>Project Development Officer I</b> [SG 11]	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	1
<b>Administrative Assistant II</b> [SG 8]	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub professional) First Level Eligibility	7

2. Kindly submit your pertinent documents for application not later than **August 1, 2016**, to the Schools Division Office. For additional information, kindly refer to DepEd Order No. 19, s. 2016, DepEd Order No. 66, s. 2007 and DepEd Order No. 42, s. 2007.

3. For information and guidance.

**MARCELO K. PALISPIS, Ed.D.**  
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**VIRGINIA C. ZAPANTA, Ed.D., CESO V**  
 Schools Division Superintendent