



July 31, 2017

DIVISION MEMORANDUM

No. 459 s of 2017

ADDENDUM TO DM NO. 428 S. 2017 re: RANKING OF TEACHING-RELATED AND NON-TEACHING POSITIONS

TO: All School Heads
 Applicants
 Others Concerned

1. In addendum to DM No. 428, s. 2017, this Office hereby announces the ranking of additional vacant Teaching-Related and Non-Teaching positions. Kindly refer to the herein information to wit;

POSITION TITLE & SALARY GRADE	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS	NO. OF VACANCY
School Principal II (Senior High School) [SG 20]	Bachelor's Degree in Secondary Education or Bachelor's Degree in with 18 units in professional education and 6 units of Management	1 year as Principal	40 hours of relevant training	RA 1080 (Teacher)/NQESH	1
Administrative Assistant III [SG 9]	Bachelor's degree in Accountancy/Bachelor's Degree in Commerce/Business Admin. major in Accounting	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility	2
Administrative Assistant II [SG 8]	Bachelor's degree in Accountancy/Bachelor's Degree in Commerce/Business Admin. major in Accounting	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility	2

2. Kindly submit your pertinent documents for application not later than **August 11, 2017**, 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.

VIRGINIA C. ZAPANTA, Ed.D., CESO V
 Schools Division Superintendent