



DIVISION MEMORANDUM

August 30, 2019

No. 419, s. 2019

RANKING FOR RELATED TEACHING AND NON-TEACHING POSITIONS

To : Personnel Selection Board
Elementary and Secondary School Heads
Applicants
Others Concerned

1. This Office hereby announces the ranking for vacant Related Teaching 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
Education Program Supervisor [SG 22]	Master's degree in Education or other relevant Master's degree with specific area of specialization	2 years as Elementary School Principal, or 2 years as Master Teacher, or 5 years teaching experience	4 hours relevant training	RA 1080 (PBET/LET Teacher)	1
Medical Officer III [SG 21]	Doctor of Medicine	1 year relevant experience	4 hours relevant training	RA 1080 (Doctor of Medicine)	1
Elementary School Principal [SG 19]	Bachelor's degree in Elementary Education or Bachelor's degree with 18 professional units in education	Master Teacher I for at least 2 years, or Master Teacher II for at least 1 year, or Teacher III for at least 3 years, or Teacher II for at least 4 years, or Teacher I for at least 5 years	None required	RA 1080 (PBET/LET Teacher), NQESH	2
Guidance Counselor II (SHS) [SG 12]	Bachelor's degree in Psychology/ Behavioral Science or relevant degree in Education, including or supplemented by 9 units in Guidance and Counseling	1 year relevant experience	4 hours relevant training	RA 1080 (Professional) Appropriate Eligibility for Second Level Position	5

Administrative Assistant II [SG 8]	Completion of 2 year studies in College	1 year relevant experience	4 hours relevant training, must be computer literate especially in spreadsheet	Career Service (Sub-Professional) First Level Eligibility	3
Administrative Aide VI [SG 6]	Completion of 2 year studies in College	None required	None required	Career Service (Sub-Professional) First Level Eligibility	5
Watchman [SG 2]	High School Graduate	None required	None required	MC 11, s. 1996 - Category III	1
Administrative Aide I [SG 1]	Elementary or High School Graduate, must be able to read and write	None required	None required	None required	1

2. Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter:

- a) Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded from www.csc.gov.ph;
- b) Performance rating for the last 3 periods (if applicable);
- c) Photocopy of certificate of eligibility/ rating/ license; and
- d) Photocopy of Transcript of Records.

3. Kindly submit your pertinent documents not later than **September 6, 2019** to the Office of the Schools Division Superintendent. For additional information, kindly refer to DepEd Order No. 66, s. 2007 and DepEd Order No. 42, s. 2007.

4. Schedule for interview will be announced later.

5. Applicants who have just submitted their documents recently prior to the issuance of this memorandum need not to resubmit anymore.

6. For information and guidance.


NERI C. OJASTRO, Ed.D., CESE
 Assistant Schools Division Superintendent
 OIC, Office of the Schools Division Superintendent