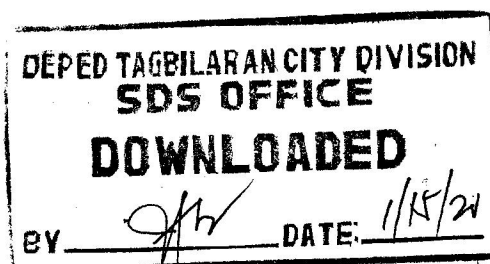




Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Division of City Schools – Tagbilaran



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. *015*, s. 2020

January 15, 2020

RANKING FOR NON-TEACHING POSITIONS

To: Personnel Selection Board
Applicants
Others Concerned

1. This Office hereby announces the ranking for vacant Non-Teaching positions. Kindly refer to the herein information to wit;

POSITION TITLE & SALARY GRADE	EDUCATION REQUIREMENTS	MINIMUM EXPERIENCE REQUIREMENTS	MINIMUM TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS	NO. OF VACANCY
Administrative Officer II (HRMO I) [SG 11]	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional)/ Second Level Eligibility	1
Administrative Aide III (Clerk) [SG 3]	Completion of two-year studies in college	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub- professional)/ First Level Eligibility	1

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

- 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;
- Performance rating for the last 3 periods (if applicable);
- Photocopy of certificate of eligibility/ rating/ license;

- d) Photocopy of Transcript of Records;
- e) Photocopy of Service Record or Certificate of Employment;
- f) Photocopy of certificates of relevant trainings if any; and
- g) Photocopy of certificates and/or proofs of outstanding accomplishments if any.

3. Kindly submit your pertinent documents inside a folder not later than **January 24, 2020** to the Office of the Schools Division Superintendent. For additional information, kindly refer to DepEd Order No. 66, s. 2007.

4. Schedule for interview will be announced later.

5. This ranking welcomes and gives equal employment opportunity to all. No applicant shall be discriminated and/or denied access to opportunities for suitable employment.

6. For information and guidance.


JOSEPH IRWIN A. LAGURA, PhD
Schools Division Superintendent



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