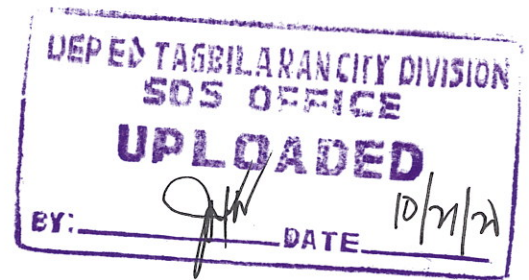




Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of City Schools – Tagbilaran City



Office of the Schools Division
Superintendent

DIVISION MEMORANDUM
No. 251 , s. 2020

October 20, 2020

**RANKING FOR RELATED TEACHING
AND NON-TEACHING POSITIONS**

To: Human Resource Merit Promotion and Selection Board
Applicants
Others Concerned

1. This Office hereby announces the ranking for positions, to wit:

POSITION TITLE & SALARY GRADE	EDUCATION REQUIREMENTS	MINIMUM EXPERIENCE REQUIREMENTS	MINIMUM TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS	NO. OF VACANCY
Education Program Supervisor [SG 22]	Bachelor's degree in Education major in Mathematics, Master's degree in Education or other relevant Master's degree with Mathematics as specialization	2 years as Principal, or 2 years as Head Teacher, or 2 years as Master Teacher	8 hours relevant training	RA 1080 (PBET/ LET Teacher)	1
Administrative Assistant III [SG 9]	Bachelor's degree in Commerce	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional) First Level Eligibility	2
Administrative Assistant II [SG 8]	Bachelor's degree in Commerce	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional) First Level Eligibility	2

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

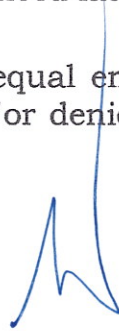
- a) Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded from *www.csc.gov.ph*;
- b) Performance rating for the last 3 periods (if applicable);
- c) Photocopy of certificate of eligibility/ rating/ license;
- d) Photocopy 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 **November 6, 2020** to the **Office of the Schools Division Superintendent**. For additional information, kindly refer to DepEd Order No. 66, s. 2007.

4. Schedule of 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 *JAL*
Office of the Schools Division Superintendent

