MEMORANDUM TO:

Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
Elementary & Secondary School Heads
Non-Teaching Personnel
All Other Concerned

This Office hereby announces the vacancies for the following positions at Gigimoto Rural Development High School. All interested qualified applicants are advised to submit their pertinent papers in accordance with the criteria as provided in DepEd Order No. 66, s. 2007:

1. Administrative Officer IV
2. Senior Bookkeeper
3. Administrative Assistant II (Disbursing Officer)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Non-Teaching (Level 2)</th>
<th>Non-Teaching (Level 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Rating for the last 3 rating periods</td>
<td>30</td>
<td>35</td>
</tr>
<tr>
<td>Experience</td>
<td>10</td>
<td>5</td>
</tr>
<tr>
<td>Outstanding Accomplishments</td>
<td>20</td>
<td>5</td>
</tr>
<tr>
<td>Education</td>
<td>15</td>
<td>10</td>
</tr>
<tr>
<td>Training</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Potential</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>Psychosocial Attributes &amp; Personality Traits</td>
<td>5</td>
<td>15</td>
</tr>
</tbody>
</table>

The Qualification Standards are as follows: (Reference: CSC MC No. 10 s. 2005).

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary Grade</th>
<th>Level</th>
<th>Education</th>
<th>Experience</th>
<th>Training</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Officer IV</td>
<td>15</td>
<td>2</td>
<td>Bachelor's degree relevant to the job</td>
<td>1 year of relevant experience</td>
<td>4 hours of relevant training</td>
<td>Career Service (Professional/Second Level Eligibility)</td>
</tr>
<tr>
<td>Senior Bookkeeper</td>
<td>9</td>
<td>1</td>
<td>Completion of two-year studies in college</td>
<td>1 year of relevant experience</td>
<td>4 hours of relevant training</td>
<td>Career Service (Sub-Professional/First Level Eligibility)</td>
</tr>
<tr>
<td>Administrative Assistant II</td>
<td>8</td>
<td>1</td>
<td>Completion of two-year studies in college</td>
<td>1 year of relevant experience</td>
<td>4 hours of relevant training</td>
<td>Career Service (Sub-Professional/First Level Eligibility)</td>
</tr>
</tbody>
</table>
Applicants should submit two (2) folders with the following documents:

1\textsuperscript{st} Folder:
1. Transcript of Records/Special Order
2. Updated Service Records or Certificate of Employment (pls. attach if needed per qualification standards)
3. Certificate of relevant trainings/seminars attended (pls. attach if needed per qualification standards)
4. Latest Appointment
5. Certificate of Eligibility/Board Rating

2\textsuperscript{nd} Folder:
1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents
3. CSC Form 212 (Personal Data Sheet) Revised 2017
4. Transcript of Records/Special Order
5. Updated Service Records/Certificate of Employment
6. License/Board Rating or Certificate of Eligibility
7. Performance Rating for the last 3 years
8. Copy of Last Approved Appointment
9. Certificate of relevant trainings/seminars attended
10. Other documents relevant to the position applied for

Each folder must be sealed in a separate envelope (with name, contact number and position applied for) and should be stamped "Received" at the Records Section and be submitted at the Office of the Asst. Schools Division Superintendent not later than August 27, 2019.

Schedule of Evaluation will be announced in a separate memorandum. Applicants are advised to bring their original documents on the day of evaluation for verification purposes.

For wide dissemination, guidance and compliance.

\[\text{Signature}\]
SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent