MEMORANDUM TO:

Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
Elementary & Secondary School Heads
Non-Teaching Personnel
Members, Human Resource Merit Promotion & Selection Board
All Other Concerned

January 11, 2019

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

1. Attorney III - Schools Division Office
2. Administrative Officer II - Senior High School
3. Registrar - Senior High School
4. Craft Education Demonstrator II - San Andres Vocational School
5. Senior Bookkeeper - Schools Division Office

Criteria | Non-teaching Position Level 1 | Non-teaching Position Level 2
--- | --- | ---
Performance Rating for the last 3 rating periods | 35 points | 30 points
Experience | 5 points | 10 points
Outstanding Accomplishments | 5 points | 20 points
Education | 10 points | 15 points
Training | 10 points | 10 points
Potential | 20 points | 5 points
Psychosocial Attributes & Personality Traits | 15 points | 10 points

The Qualification Standards are as follows: (Reference: CSC Qualification Standard Revised 1997 & CSC MC No. 10, s. 2005, DepEd Order No. 19, s. 2016)

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary Grade</th>
<th>Education</th>
<th>Experience</th>
<th>Training</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attorney III</td>
<td>21</td>
<td>Bachelor of Laws</td>
<td>1 year of relevant experience</td>
<td>4 hours of relevant training</td>
<td>RA1080 (BAR)</td>
</tr>
<tr>
<td>Administrative Officer II</td>
<td>11</td>
<td>Bachelor's degree relevant to the job</td>
<td>None required</td>
<td>None required</td>
<td>Career Service (Professional/Second Level Eligibility)</td>
</tr>
<tr>
<td>Registrar I</td>
<td>11</td>
<td>Bachelor's degree relevant to the job</td>
<td>None required</td>
<td>None required</td>
<td>Career Service (Professional/Second Level Eligibility)</td>
</tr>
<tr>
<td>Craft Education Demonstrator II</td>
<td>12</td>
<td>Bachelor's degree relevant to the job</td>
<td>None required</td>
<td>None required</td>
<td>Career Service (Professional/Second Level Eligibility)</td>
</tr>
<tr>
<td>Senior Bookkeeper</td>
<td>9</td>
<td>Completion of 2 years studies in college</td>
<td>1 year of relevant experience</td>
<td>4 hours of relevant training</td>
<td>Career Service (Professional/First Level Eligibility)</td>
</tr>
</tbody>
</table>
Applicants should submit two (2) folders with the following documents:

1st Folder:
1. Transcript of Records/Special Order
2. Updated Service Records
3. Certificate of relevant trainings/seminars attended
4. Certificate of Eligibility/Board Rating

2nd 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. PRC License (for RA1080)
7. Board Rating or Certificate of Eligibility
8. Performance Rating for the last 3 rating periods
9. Copy of Last Approved Appointment
10. Certificate of relevant trainings/seminars attended
11. 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 January 24, 2019.

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

For wide dissemination, guidance and compliance.

SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent