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. 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 Aide III (Clerk) – Baras Rural Development High School
2. Administrative Aide III (Utility Worker) – San Andres Vocational School
3. Security Guard II – San Andres Vocational School

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

The Qualification Standards are as follows: (Reference: CSC Qualification Standard Revised 1997 & 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 Aide III (Clerk)</td>
<td>3</td>
<td>1</td>
<td>Completion of 2 years studies in college</td>
<td>None required</td>
<td>None required</td>
<td>Career Service (Sub-Professional/First Level Eligibility)</td>
</tr>
<tr>
<td>Administrative Aide III (Utility Worker)</td>
<td>3</td>
<td>1</td>
<td>Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course</td>
<td>None required</td>
<td>None required</td>
<td>Relevant MC 11, s. 1996</td>
</tr>
<tr>
<td>Security Guard II</td>
<td>5</td>
<td>1</td>
<td>High School Graduate</td>
<td>None required</td>
<td>None required</td>
<td>Security Guard License (MC 11, s.-Cat II)</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. Latest Appointment
4. Certificate of Eligibility or Board Rating
5. TESDA NC II - for Administrative Aide III (Utility Worker) position
6. Security Guard License (not expired)

**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. License/Board Rating or Certificate of Eligibility or NC II
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 **April 30, 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.

\[Signature\]

SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent