MEMORANDUM TO:

Chief Education Supervisors
Education Program Supervisors/Division Coordinators
Public Schools District Supervisors
Elementary & Secondary School Heads
Teaching and Non-Teaching Personnel

This office hereby announces the vacancy for Administrative Officer IV position at Gigmoto 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. Performance Rating for the last 3 rating periods - 30 points
2. Experience - 10 points
3. Outstanding Accomplishments - 20 points
4. Education - 15 points
5. Training - 10 points
6. Potential - 5 points
7. Psychosocial Attributes & Personality Traits - 10 points

The Qualification Standards as provided in CSC MC No. 10, s. 2005 shall be used as basis for the basic qualifications:

<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 relevant experience</td>
<td>4 hours of relevant training</td>
<td>Career Service (Professional), Second Level Eligibility</td>
</tr>
</tbody>
</table>

Applicants should have the following documents:

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents
3. CSC Form 212 (personal Data Sheet)
4. Updated Service Record
5. Performance Rating for the last 3 rating periods
6. Transcript of Records/Special Order
7. PRC Eligibility
8. Certificates of relevant trainings/seminars attended
9. Copy of Last Approved Appointment
10. Other documents relevant to the position applied for

Pertinent papers/documents duly sealed in a long envelope (with name, address and contact number) must be stamped “Received” at the Records Section and be submitted at the Office of the Asst. Schools Division Superintendent not later than June 5, 2016. Evaluation will be on June 7, 2016, at the Office of the Asst. Schools Division Superintendent. Applicants are advised to bring their original documents on the day of evaluation.

For dissemination, guidance and compliance.

Socorro V. dela, CESO VI
Schools Division Superintendent