October 9, 2019

MEMORANDUM TO:

Chief Education Supervisors
Public Schools District Supervisors
Education Program Supervisors
Elementary & Secondary School Heads/OIC’s
Human Resource Merit Promotion & Selection Board
Non-Teaching Personnel
All Other Concerned

This is to announce the vacancy for Attorney III position. 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:

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

The Qualification Standards are as follows: (Reference: CSC Qualification Standards Revised 1997).

<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>Attorney III</td>
<td>21</td>
<td>2</td>
<td>Bachelor of Laws</td>
<td>1 year relevant experience</td>
<td>4 hours relevant training</td>
<td>RA1080</td>
</tr>
</tbody>
</table>

This Office upholds Equal Employment Opportunity Principle: “that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity.”
Applicants should submit two (2) folders with the following documents:

1st 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

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
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 October 17, 2019.

Evaluation will be on October 21, 2019, 8AM at the Office of the Asst. Schools Division Superintendent. Applicants are advised to bring their original documents on the day of evaluation for verification purposes.

[Signature]
DANilo B. DESPI
Schools Division Superintendent