



February 4, 2015

MEMORANDUM TO:

Education Program Supervisors/Division Coordinators
Public Schools District Supervisors
Heads of Elementary & Secondary Schools
Teaching & Non-Teaching Personnel
All Other Concerned

RELEASED
Office of the Schools Division Superintendent
Office of the Schools Division Superintendent
FEB 04 2015
2:45 P.M.
[Signature]

In consonance with DepEd Order No. 50, s. 2014 re: "Guidelines on the Recruitment, Selection and Placement of Personnel Pursuant to the DepEd Rationalization Program Under Executive Order 366 s. 2004," this Office will be conducting a screening and assessment of qualified applicants for the different vacant positions under the rationalized staffing structure.

The following positions are now open to all interested qualified applicants:

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Education Program Specialist II 1-School Management M&E 1-Social Mobilization & Networking 1-Human Resource Development	16	2	Bachelor's degree in Education or its equivalent	2 years experience in education, research, development, implementation or other relevant experience	4 hours of relevant training	RA 1080 (Teacher), Career Service (Professional), Appropriate Eligibility for Second Level Position
Project Development Officer II 1-Learning Resources (should have desktop publishing skills) 1-Social Mobilization & Networking	15	2	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional), Second Level Eligibility
Attorney III	21	2	Bachelor of Laws	1 year relevant experience	4 hours relevant training	RA1080
Accountant III	19	2	Bachelors degree in Commerce/Business Administration major in Accounting	2 years relevant experience	8 hours relevant training	RA 1080

Applicants are advised to submit the following documents in accordance with the criteria as provided in DepED Order No. 66, s. 2007:

1. Application Letter stating the position applied for
2. CSC Form 212 Revised 2005 (Personal Data Sheet) handwritten and completely filled out with the latest passport size ID picture
3. Updated Service Records
4. Transcript of Records/Special Order
5. Performance Rating for the last 3 rating periods
6. Eligibility Rating
7. Certificates of relevant Trainings/Seminars/Scholarships, etc.
8. Copy of Last Approved Appointment
9. Other documents relevant to the position applied for

Pertinent papers/documents must be stamped "Received" at the records section and be submitted at the Office of the Schools Division Superintendent not later than February 13, 2015. Documents submitted beyond the due date shall not be considered.

For wide dissemination, guidance and compliance.


JOSE L. DONCILLO, CESO VI
Schools Division Superintendent