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

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:

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary</th>
<th>Level</th>
<th>Education</th>
<th>Experience</th>
<th>Training</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Program Specialist II</td>
<td>16</td>
<td>2</td>
<td>Bachelor's degree in Education or its equivalent</td>
<td>2 years experience in education, research, development, implementation or other relevant experience</td>
<td>4 hours of relevant training</td>
<td>RA 1080 (Teacher), Career Service (Professional), Appropriate Eligibility for Second Level Position</td>
</tr>
<tr>
<td>Project Development Officer II</td>
<td>15</td>
<td>2</td>
<td>Bachelor's degree relevant to the job</td>
<td>1 year of relevant experience</td>
<td>4 hours of relevant training</td>
<td>Career Service (Professional), Second Level Eligibility</td>
</tr>
<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>
<tr>
<td>Accountant III</td>
<td>19</td>
<td>2</td>
<td>Bachelor's degree in Commerce/Business Administration major in Accounting</td>
<td>2 years relevant experience</td>
<td>8 hours relevant training</td>
<td>RA 1080</td>
</tr>
</tbody>
</table>

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