



October 3, 2018

DIVISION MEMORANDUM

NO.: 127 s. 2018

ANNOUNCEMENT OF VACANCY FOR NON-TEACHING POSITIONS

TO : Division Chiefs
Education Program Supervisors
Cluster Heads
Elementary and Secondary School Administrators
All others concerned
This Division

1. The City Schools Division of Tacurong, announces to the field the vacancy of the following Non-Teaching Positions:

<i>Positions</i>	<i>Salary Grade</i>	<i>No. of Items</i>
Administrative Assistant II (SHS Disbursing Officer) SG 8		1

2. Qualification Standards for the above-mentioned item based on Civil Service Commission Revised QS are as follows:

Administrative Assistant II (Disbursing Officer - VFGNHS SHS)

Education: Completion of two (2) years studies in College
Experience: One (1) year of relevant experience
Training: Four (4) hours of relevant training
Eligibility: Career Service Sub-Professional (First Level Eligibility)

3. Aspirants to this position are requested to submit the following pertinent papers for screening/appointment or promotion.

- a. Application Letter;
- b. Personal Data Sheet (PDS);
- c. Official Transcript of Records w/ S.O.;
- d. Performance Rating for the Last Three Years (at least Very Satisfactory (VS));
- e. Certificates and/or documents on Outstanding Accomplishments, Innovations, Research and Development projects, Publication/Authorship and Consultant or Resource Speaker in Trainings/Seminars;
- f. Updated Service Records; and

g. Certificate of relevant trainings;

District level – 3 trainings conducted for at least 3 days

Division level – 3 trainings conducted for at least 3 days

Regional level - 3 trainings conducted for at least 3 days

National level – 1 training conducted for at least 3 days

International level - 1 training conducted for at least 3 days

Chair or co-chair in a technical or planning committee

h. Other documents to support credit points under innovations, research and development projects, publication/authorship, & consultancy.

Pertinent papers should include table of contents and should be earmarked.

4. Deadline for the submission of pertinent documents will be on **October 19th 2018**. No pertinent papers shall be accepted thereafter. Date and venue of the interview will be announced later.

5. Please be guided of the following DepEd Orders to be used in the evaluation and ranking of applicants:

Administrative Assitant II DepEd Order 66, s. 2007 (Non-Teaching Group Level I)

6. Immediate and wide dissemination of this memorandum is hereby enjoined.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl.: As Stated

References: CSC Qualification Standards (Revised 1997), DepEd Order No. 66, s. 2007

To be indicated in the Perpetual Index under the following subjects.

POLICY PROGRAM QUALIFICATIONS, APPOINTMENT, EMPLOYMENT