



Department of Education

Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



August 30, 2019

DIVISION MEMORANDUM

No. 324, s. 2019

ANNOUNCEMENT OF VACANCIES FOR VARIOUS NON-TEACHING POSITIONS


TO : Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary and Secondary Schools
And Interested Qualified Applicants

1. This is to announce the **vacancies for various non-teaching positions** in DepEd, Division of Camarines Sur. The **schedule of deliberation and evaluation** of qualified applicants to the positions found in the attached enclosures will be issued in a separate memo.
2. All qualified and interested applicants may please submit their documents for ranking and evaluation **on or before September 16, 2019** during office hours, as follows:
 - a. Omnibus Certification, indicated therein the position applied for
 - b. Application Letter, indicated therein the position applied for
 - c. Comprehensive Resumé
 - d. CS Form 212 (PDS)
 - e. Certificate of Eligibility
 - f. Performance Ratings for the last three (3) rating periods (with numerical rating);
 - g. Certification of Designations / Service Records as experience relevant to the position;
 - h. Outstanding Accomplishments, such as:
 - i. Outstanding Employee Award
 - ii. Innovations
 - iii. Research and Development Project/s
 - iv. Publication / Authorship
 - v. Consultancy / Resource Speakership in Trainings/Seminars/Workshop/Symposia
 - i. Education – Transcript of Records
 - j. Training/s:
 - i. Participant in a specialized training e.g. Scholarship Programs, Study Grants for more than one (1) month;
 - ii. Attendance to three (3) or more training activities conducted for at least three (3) days not given credits in the past promotions;
 - iii. As participant in one (1) trainings conducted for at least three (3) days in the National and International level;
 - iv. Chair / Co-Chair in a Technical / Planning Committee

3. The Division Personnel Selection Board shall be composed of the following:

Chairman : **Susan S. Collano**, Assistant Schools Division Superintendent
Members : **Gina A. Valenciano**, Administrative Officer V
Maria Divina H. Calleja, Administrative Office IV – HRMO
or Her Authorized Representative
Arnel L. Verona, Disbursing Officer II / President, NEU

4. Immediate dissemination of and compliance with this Memorandum is desired.


SUSAN S. COLLANO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Reference: DepEd Order No. 66, s. 2007

MDHC/npo-08-30-2019 FN: Announcement of Vacancies for Various Non-Teaching Positions

1. Vacancies for Various Non-Teaching Positions:

- a. Medical Officer III
- b. Education Program Specialist II
- c. Registrar I
- d. Administrative Assistant II
- e. Administrative Aide VI

2. The Qualification Standards for the said positions are as follows:

POSITION TITLE AND SALARY GRADE	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Medical Officer III (SG – 21)	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080
Education Program Special II (SG – 16)	Bachelor’s Degree in Education or its equivalent	2 years experience in educational research, development, implementation or other relevant experience	4 hours of relevant training	PBET; Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position
Registrar I (SG – 11)	Bachelor’s Degree	None required	None required	Career Service (Professional) Second Level Eligibility
Administrative Assistant II (SG – 8)	Completion of 2 years in College <u>Preferred Qualifications:</u> Bachelor’s Degree in Business Administration Major in Accounting; or Completion of at least 2 years studies in Bachelor’s Degree in Accountancy or Commerce; or Completion of 2 years studies in college with at least nine (9) units in accounting subjects	1 year of relevant experience in accounting activities / tasks	4 hours of relevant training in accounting and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)	Career Service (Sub-Professional) First Level Eligibility
Administrative Aide VI (SG – 6)	Completion of 2 years in College	None required	None required	Career Service (Sub-Professional) First Level Eligibility

2. Submission of documents shall be in a folder color-coded as follows:

- | | | |
|------------------------------------|---|------------|
| a) Medical Officer III | - | GREEN |
| b) Education Program Specialist II | - | YELLOW |
| c) Registrar I | - | VIOLET |
| d) Administrative Assistant II | - | BROWN |
| e) Administrative Aide VI | - | LIGHT BLUE |

3. Applicants are advised to bring their original documents for verification during the scheduled deliberation.

Remaining Secondary Schools Deployment of Administrative Assistant II Position

Secondary School
First Congressional District 1. Barcelonita Fishery School, Cabusao 2. Sta. Lutgarda NHS, Cabusao 3. Colacling NHS, Lupi
Second Congressional District 4. Homobono H. Gonzalez NHS, Libmanan 5. San Juan NHS, Libmanan 6. Antipolo NHS, Minalabac 7. Hobo NHS, Minalabac 8. Minalabac NHS, Minalabac 9. Don Mariano Veneracion NHS, Pamplona 10. Pamplona NHS, Pamplona 11. Juan F. Triviño MHS, Pasacao 12. San Fernando NHS, San Fernando
Third Congressional District 13. Hanawan NHS, Ocampo
Fourth Congressional District 14. Bikal Fishery School, Caramoan 15. Tawog NHS, Caramoan 16. Siruma NHS, Siruma
Fifth Congressional District 17. Bato NHS, Bato 18. Salvacion NHS, Bato 19. Bula NHS, Bula 20. Palsong NHS, Bula 21. La Purisima NHS, Nabua 22. Malawag NHS, Nabua