

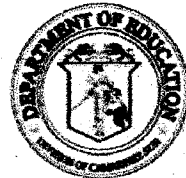


Department of Education

Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



October 1, 2018

Memorandum : Interested Applicants to the following positions:

- 1. Medical Officer III**
- 2. Attorney III**
- 3. Legal Assistant I**

1. In view of the urgent need to fill up the above positions in the Division of Camarines Sur, all interested applicants may please submit their documents for ranking and evaluation on or before **October 22, 2018** during office hours, as follows:


- a. Omnibus Certification
- b. Application Letter
- c. Comprehensive Resumé
- d. Certificate of Eligibility
- e. Performance Ratings for the last three (3) rating periods (with numerical rating);
- f. Certification of Designations / Service Records as experience relevant to the position;
- g. 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
- h. Education – Transcript of Records
- i. 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
- j. CS Form 212 (PDS)

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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	None required	None required	RA 1080
Attorney III (SG – 21)	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080
Legal Assistant I (SG – 10)	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	None required	None required	Career Service Professional / Second Level Eligibility

2. The Personnel Selection Board (PSB) evaluation and deliberation of applicants shall be on November 26, 2018.
3. Submission of documents shall be in a folder color-coded as follows:
 - Medical Officer III ----- Violet
 - Attorney III and Legal Assistant I ----- White
4. For widest dissemination, information and guidance of all concerned.


CECILLE BERNADETTE P. RIVERA, CESO V
 Schools Division Superintendent *prlly*

Reference: DepEd Order No. 66, s. 2007
 DepEd Order No. 19, s. 2016