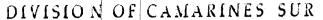
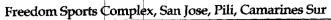




## Region V







#### **MEMORANDUM**

TO

**Assistant Schools Division Superintendents** 

Chief of CID and SGOD

Education Program Supervisors
Public Schools District Supervisors

Heads of Public Elementary and Secondary Schools

DepEd Cam. Sur Section Chiefs
And Interested Qualified Applicants

FROM

SUSAN S. COLLANO, CESO VI

Assistant Schools Division Superintendent

Officer-In-Charge

Office of the Schools Division Superintendent

SUBJECT:

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 324, S. 2019 RE:** 

ANNOUNCEMENT OF VACANCIES FOR VARIOUS NON-TEACHING POSITIONS

DATE

September 6, 2019

- 1. Per Division Memorandum No. 324, s. 2019, the following are the vacancies for various non-teaching positions in DepEd, Division of Camarines Sur:
  - a. Public Schools District Supervisor
  - b. Medical Officer III
  - c. Education Program Specialist II
  - d. Senior Bookkeeper
  - e. Administrative Assistant II

### 2. Qualification Standards

| POSITION TITLE AND SALARY GRADE                    | EDUCATION REQUIREMENTS  | EXPERIENCE REQUIREMENTS  | TRAINING<br>REQUIREMENTS  | EUGIBILITY<br>REQUIREMENTS  |
|--|---|--|---|---|
| Public Schools District<br>Supervisor<br>(SG ~ 22) | Master's Degree in Education of other relevant Master's Degree  | 5 years cumulative<br>experience in instructional<br>supervision and school<br>management            | 16 hours of relevant training   | RA 1080 (Teacher)   |
| Medical Officer III<br>(SG – 21)                   | Doctor of Medicine  | 1 year of relevant experience  | 4 hours of relevant training  | RA 1080   |
| Education Program<br>Special II<br>(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<br>training   | PBET; Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position |
| Senior Bookkeeper<br>(SG – 9)                      | Completion of 2 years in College  | 1 year of relevant experience  | 4 hours of relevant training  | Career Service<br>(Sub-Professional)<br>First Level Eligibility                               |
| Administrative<br>Assistant (I<br>(SG – 8)         | Completion of 2 years in College Preferred Qualifications: 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<br>(Sub-Professional)<br>First Level Eligibility                               |

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

| a) | <b>Public</b> | <b>Schools</b> | <b>District</b> | Supervisor |
|----|---------------|----------------|-----------------|------------|
|----|---------------|----------------|-----------------|------------|

b) Medical Officer III

c) Education Program Specialist II

d) Senior Bookkeeper

e) Administrative Assistant II

- DARK BLUE

GREEN

- YELLOW

- RED

- BROWN

4. Secondary Schools with Administrative Assistant II Position

## **First Congressional District**

- 1. Barcelonita Fishery School, Cabusao
- 2. Sta. Lutgarda NHS, Cabusao
- 3. Colacling NHS, Lupi
- 4. Villazar NHS, Sipocot

# **Second Congressional District**

- 5. Homobono H. Gonzalez NHS, Libmanan
- 6. San Juan NHS, Libmanan
- 7. Antipolo NHS, Minalabac
- 8. Hobo NHS, Minalabac
- 9. Minalabac NHS, Minalabac
- 10. Don Mariano Veneracion NHS, Pamplona
- 11. Maura N. Sibulo MHS, Pamplona
- 12. Juan F. Triviño MHS, Pasacao
- 13. San Fernando NHS, San Fernando

### **Third Congressional District**

14. Hanawan NHS, Ocampo

# **Fourth Congressional District**

- 15. Bikal Fishery School, Caramoan
- 16. Tawog NHS, Caramoan
- 17. Siruma NHS, Siruma

#### Fifth Congressional District

- 18. Bato NHS, Bato
- 19. Salvacion NHS, Bato
- 20. Bula NHS, Bula
- 21. Palsong NHS, Bula
- 22. La Purisima NHS, Nabua
- 23. Malawag NHS, Nabua
- 5. Submission of documents is extended until September 20, 2019.
- 6. Widest dissemination of this Memorandum is desired.

J