



Department of Education
Region V
DIVISION OF CAMARINES SUR
Freedom Sports Complex, San Jose, Pili, Camarines Sur



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** *msc*
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**

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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 REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Public Schools District Supervisor (SG – 22)	Master's Degree in Education of other relevant Master's Degree	5 years cumulative experience in instructional supervision and school management	16 hours of relevant training	RA 1080 (Teacher)
Medical Officer III (SG – 21)	Doctor of Medicine	1 year of relevant experience	4 hours of relevant training	RA 1080
Education Program Specialist 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
Senior Bookkeeper (SG – 9)	Completion of 2 years in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First 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

3. Submission of documents shall be in a folder color-coded as follows:
- | | |
|---------------------------------------|-------------|
| a) Public Schools District Supervisor | - DARK BLUE |
| b) Medical Officer III | - GREEN |
| c) Education Program Specialist II | - YELLOW |
| d) Senior Bookkeeper | - RED |
| e) Administrative Assistant II | - 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.