



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

August 09, 2018

DIVISION MEMORANDUM
No. 509, s. 2018

**ANNOUNCING THE VACANT POSITIONS FOR TEACHING-RELATED
AND NON-TEACHING IN THE DIVISION OF NEGROS ORIENTAL**

To: OIC – Asst. Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District -In-Charge
Public Elem./Secondary Schools Administrators
Teaching/Non-Teaching Personnel

1. For the information of all concerned, this Office announces the following vacancies for teaching-related and non-teaching positions in this division:

Position Title	SG	STATION (Division Office/District/School)
ELEMENTARY		
(1)Education Program Supervisor	22	Division Office
(7)Adm. Asst. III (Sr. Bookkeeper)	09	Division Office, Ayungon I, Tayasan II, Sta. Catalina II, Sibulan I, Mabinay CS, Macario Española MES
(1)Administrative Assistant II	08	Division Office
(1)Administrative Aide VI	06	Division Office
JUNIOR HIGH SCHOOL		
(4)Adm. Asst. III (Sr. Bookkeeper)	09	Amio CHS, Pacuan CHS, Tampi NHS, Casiano Z. Napigkit NHS
(1)Administrative Assistant II	08	Amio Community High School

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Position Title	SG	STATION (Division Office/District/School)
SENIOR HIGH SCHOOL		
(1)Project Development Officer I	11	Division Office
(2)Administrative Officer II	11	Jimalalud NHS, Siaton NHS
(1)Registrar I	11	Ayungon NHS
(7)Administrative Assistant II	08	Pula HS, Tabalogo HS, Owacan PCHS, La Libertad TVS, Inapoy HS, Siapo HS, Sibulan NHS

2. Enclosed is the list of the minimum qualification requirements for each position as per CSC Resolution No. 1000275, dated Nov. 2, 2010 and 1997 CSC Qualification Standards.

(Criteria for selection is based on DepEd Order No. 66, s. 2007)

3. Interested applicants are requested to submit **written applications indicating the position they are applying for** supported by certified copies of the following papers to the **Office of the Schools Division Superintendent**, in one (1) folder on or before **August 31, 2018**:

- Personal Data Sheet
- Certificate of Eligibility/Report of Rating
- Certificate of Outstanding/Meritorious Accomplishments
- Certificate of Trainings/Seminars/Scholarship Grant Attended
- Official Transcript of Records
- Performance Rating (for the last 3 rating period)
- Service Record/Certificate for Employment

4. Immediate dissemination of this Memorandum is desired.


WILFREDA D. BONGALOS, Ph.D., CESO V
 Schools Division Superintendent
 8/14/18

Incl: As stated.
 WDB/lpsar.

Tel. Nos: (035)225-2838 / 225-0867/422-7644 (Division Supt's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035)225-8180 (SGOD); (035) 422-7643 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-8987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0287 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Acct. Budget Section); (035) 422-3921 (Supply Section)

**QUALIFICATION STANDARDS (QS) FOR TEACHING-RELATED
AND NON-TEACHING POSITIONS**

Position Title	Education Requirements	Experience Requirements	Training Requirements	Eligibility Requirements
1. Education Program Supervisor (SG-22)	Master's degree in Education or other relevant Master's degree with specific area of specialization	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	8 hours of relevant training	RA 1080 (Teacher)
2. Project Development Officer I (SG-11)	Bachelor's degree relevant to the job	None	None	Career Service (Prof.) Second Level Eligibility
3. Administrative Officer II (SG-11)	Bachelor's degree	None	None	Career Service (Prof.) Second Level Eligibility
4. Registrar I (SG-11)	Bachelor's degree	None	None	Career Service (Prof.) Second Level Eligibility
5. Administrative Assistant III (Senior Bookkeeper) (SG-09)	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
6. Administrative Assistant II (SG-08)	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility
7. Administrative Aide VI (SG-06)	Completion of two years studies in college	None	None	Career Service (Subprofessional) First Level Eligibility