



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

27 MAY 2021

DIVISION MEMORANDUM
No. 351, s. 2021

**ANNOUNCING THE VACANCIES FOR NON-TEACHING
POSITIONS 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. This Office hereby announces the vacancy for the following positions:
 - (5) Administrative Assistant III (Mabinay and Canlaon City)
 - (1) Administrative Assistant II (Mabinay)
 - (1) Registrar I (Sta. Catalina)
2. Enclosed is the list of vacancies and the minimum qualification requirements for each position as per Civil Service Commission Qualification Standards (as amended 2017).
3. Interested applicants are requested to submit written application 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 June 15, 2021 (additional documents after the said period shall no longer be entertained):
 - a) Fully accomplished Personal Data Sheet (CS Form 212, revised 2017)
 - b) Service Record/Certificate of Employment
 - c) Official Transcript of Records/Certificate of Complete Academic Requirements duly certified by the school registrar;
 - d) Designations
 - e) Certificate of Trainings/Seminars/Scholarship Grant Attended
 - f) Certificate of Eligibility
 - g) Approved Performance Rating (for the last 3 years)
 - h) Outstanding Accomplishments
 - i) Other pertinent documents with table of contents and proper tabbings.

Criteria for selection is based on DepEd Order No. 66, s. 2007 under the Non-Teaching Group, Level 1 & 2 Position.

3. It is desired that this Memorandum be given widest dissemination.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

5/27/2021

SPP/NIJ-MKP-JMA/AdS/BJ/jcadiante
May 26, 2021



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph

LIST OF VACANCIES FOR NON-TEACHING POSITIONS

No.	Position Title	SG	Level	Station/City/Municipality	Qualification Requirements			
					Education	Experience	Training	Eligibility
5	Administrative Assistant III	9	1	DCCTMES, Mabinay I Mabinay I District Office Mabinay CS, Mabinay III Mabinay IV District Office JBCMHS, Canlaon I	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprof.) First Level Eligibility
	SENIOR HIGH SCHOOL							
1	Administrative Assistant II	8	1	Barras HS, Mabinay III	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprof.) First Level Eligibility
1	Registrar I	11	2	Sta. Catalina NHS, Sta. Catalina III	Bachelor's Degree relevant to the job	None required	None required	Career Service (Prof.) Second Level Eligibility