



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

November 6, 2018

DIVISION MEMORANDUM

No. 766, s. 2018

**ANNOUNCING THE VACANT POSITION OF ADMINISTRATIVE
OFFICER V, ADMINISTRATIVE SERVICES UNIT 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 Vacant Position of Administrative Officer V, Administrative Services Unit in the Division of Negros Oriental.
2. Hereunder is the minimum Qualification Standards for the aforementioned vacant positions:

Administrative Officer V

Education : Bachelor's Degree
Experience : 3 years relevant experience
Training : 8 hours of relevant training
Eligibility : Career Service (Professional) Second Level Eligibility

09 NOV 2018

(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 **November 23, 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. For the information and guidance of all concerned.


WILFREDA D. BONGALOS, Ph.D., CESO V
Schools Division Superintendent

Incl: As stated.
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