



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE – MARIKINA CITY

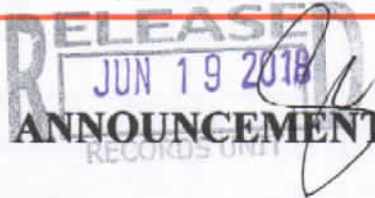
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DIVISION OF CITY SUPERVISOR
MARIKINA



ANNOUNCEMENT OF VACANT POSITIONS

This Office announces that the following positions in the Schools Division Office are vacant and need to be filled up. They are as follows:

1. Administrative Assistant III (Senior Bookkeeper), SG 9 3 items (SDO)
(preferably with accounting background)
2. Administrative Assistant II (Disbursing Officer), SG 8 3 items (2 IN SDO; 1 in FHS)
(preferably with accounting background)
3. Administrative Assistant II (SHS) SG 8 1 item
4. Administrative Aide VI, SG 6 (2 items)
5. Security Guard I, SG 3 (1 item)

Please see attached Qualification Standards (QS) for the said positions.

APPLICATION PROCEDURE:


1. Register and apply for a position at <http://tinyurl.com/vacancy052018>
2. Submit the following documentary requirements, fastened together (**PLEASE DO NOT USE A SLIDER**) in a clean, unmarked long Manila File folder, not plastic folders, (**USE TAB/INDEX MAKER DIVIDERS for easy access and assessment**) to the Records Unit, Schools Division Office- Marikina City **on or before June 25, 2018:**

- a. Letter of Intent
- b. Duly accomplished Personal Data Sheet (CSC Form 212)
- c. Curriculum Vitae
- d. Photocopy of the following:
 - d.1 one (1) government-issued ID
 - d.2. Certificate of Eligibility
 - d.3. Transcript/s of Record
 - d.4 Performance ratings for the last 3 rating periods
 - d.5 Certificates of relevant trainings and seminars attended
 - d.6 Certificates of outstanding accomplishments
 - d.7 Certificates of Employment

3. **Applicants are expected to bring all original documents for verification purposes on June 26, 2018, PSDS Office, starting at 9:00am onwards. Applicants with incomplete documents shall not be accepted.**

Interested applicants may address their letter of application together with pertinent documents to the undersigned, ATTN: The Human Resource Management Office.

100% attendance of all Division Personnel Selection Board members and OIC, Office of the Principal, Fortune High School, is highly enjoined.


SHERYLL T. GAYOLA
Officer In-Charge

Office of the Schools Division Superintendent

POSITION	SALARY GRADE	QUALIFICATION STANDARDS			
		EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Assistant III	09	High School graduate or completion of 2 years relevant vocational course	One (1) year of relevant experience	Four (4) hours of relevant Training	Relevant MC 11, s. 1996 Career Service (Sub-Professional/ First Level Eligibility)
Administrative Assistant II	08	Completion of two (2) years in College	One (1) year relevant experience	Four (4) hours of relevant training	Career service sub-professional or appropriate first level eligibility
Administrative Aide VI	06	High School graduate or completion of 2 years relevant vocational course	One (1) year of relevant experience	Four (4) hours of relevant Training	Relevant MC 11, s. 1996 Career Service (Sub-Professional/ First Level Eligibility)