



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

Shoe Ave., Sta. Elena, Marikina City  
+63 (02) 682-2472 / 682-3989 (CID) / 369-9046(SGOD)  
<https://depedmarikina.ph> / (email) [sdo.marikina@deped.gov.ph](mailto:sdo.marikina@deped.gov.ph)

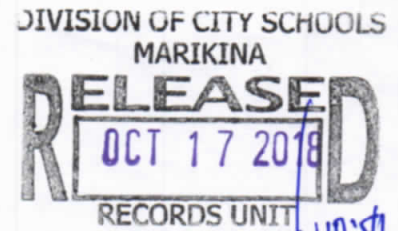


October 16, 2018

**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 1 item (SDO)  
(preferably with accounting background)
2. Administrative Assistant II (Disbursing Officer), SG 8 2 items (1 in SDO; 1 in FHS)  
(preferably with accounting background)
3. Security Guard I, SG 3 1 Item
4. Head Teacher I, SG 14 1 Item (SNNHS)
5. Head Teacher III, SG 16 6 Items (4 in THS; 2 in FHS)
6. Head Teacher VI, SG 19 2 Items (1 in MHS; 1 in PHS)
7. School Principal II, SG 20 1 Item
8. School Principal III, SG 21 3 Items
9. School Principal IV, SG 22 2 Items
10. Education Program Specialist II, SG 16 1 Item (SGOD)
11. Education Program Supervisor, SG 22 1 item (CID)
12. Public Schools District Supervisor, SG 22 1 item (CID)



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

**APPLICATION PROCEDURE:**

1. Register and apply for a position at [tinyurl.com/vacancy102018](http://tinyurl.com/vacancy102018)
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 October 24, 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



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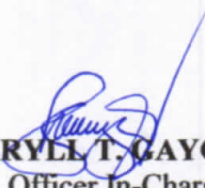


**3. Applicants are expected to bring all original documents (if incomplete, shall not be accepted) for verification purposes on October 30, 2018, PSDS Office.**

**9am-11am – SDO teaching-related/non-teaching items**  
**1pm-4pm – for other positions**

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. CAYOLA**

Officer In-Charge  
Office of the Schools Division Superintendent