MEMORANDUM TO:

Assistant Schools Division Superintendent
Chief Education Supervisors – CID and SGOD
Elementary and Secondary School Principals
Officers-In-Charge
Public Schools
All Concerned

ANNOUNCEMENT OF VACANT POSITIONS IN DEPED-NCR

Please see attached Memorandum from Department of Education - National Capital Region, regarding vacancies open for filling-up, contents of which is self-explanatory.

Immediate and wide dissemination is highly enjoined.

JOEL T. TORRECAMPO
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent
REGIONAL MEMORANDUM
No. NCR 12 s. 2019

TO : Schools Division Superintendents
DepEd-NCR-RO Officials & Employees
All Others Concerned

FROM : The Chairman
Regional HRMPSB

SUBJECT : RECRUITMENT ON VACANT POSITIONS IN THE REGION

DATE : August 7, 2019

1. Please be informed that this Office is in need of the following positions:

   1. Education Program Supervisors (SG-22)
   2. Supervising Administrative Officer (SG-22)
   3. Accountant I (SG-12)
   4. Dormitory Manager II (SG-11)
   5. Administrative Assistant I (SG-7)

2. In this connection, interested and qualified applicants should submit application letter, together with the following documents for ranking purposes (DO 66, s. 2007), c/o the Personnel Section, this Region, not later than August 20, 2019:

<table>
<thead>
<tr>
<th>POSITION</th>
<th>SPECIALIZATION</th>
<th>ASSIGNMENT</th>
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</thead>
<tbody>
<tr>
<td>Education Program Supervisors</td>
<td>Mathematics and Research/Planning</td>
<td>CLMD and PPRD</td>
</tr>
<tr>
<td>(2)</td>
<td></td>
<td></td>
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<tr>
<td>Accountant I (2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dormitory Manager (1)</td>
<td>Preferred NC II Housekeeping/Dormitory</td>
<td>Regional NEAP</td>
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<tr>
<td>Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervising Administrative</td>
<td>Preferred-Background in Accounting</td>
<td>Finance Division</td>
</tr>
<tr>
<td>Officer I (1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant I</td>
<td>Preferred-knowledge in computer operation</td>
<td>Administrative Division</td>
</tr>
<tr>
<td>(2)</td>
<td>such as Microsoft Office, Excel, Power Point, use of internet</td>
<td></td>
</tr>
</tbody>
</table>

Work toward excellence... play to win!
a. Duly accomplished Form 212 (Personal Data Sheet)
b. Performance Ratings (last 3 rating periods prior to screening)
c. Updated Service Records
d. Outstanding Accomplishments:
   f. Outstanding Employee Award
   g. Innovation
   h. Research & Development Project/s
   i. Publication/Authorship
   j. Consultant/Resource Speaker in Trainings/Seminars
e. Official Transcript of Records
f. PRC License/Eligibility
g. Certificates of relevant seminars/trainings attended
   (conducted for at least 3-days not credited during last
   promotion)
h. Specialized Training e.g. scholarship programs/short
   courses/study grants

3. The above-mentioned documents in items d, g, and h of the second paragraph should be taken within five (5) years and after the last promotion.

4. It is further clarified that accomplishments under Innovation, Research and Development Projects, Consultancy/Speakership and attendance to trainings/seminars should have been with the prior approval of the head of office/immediate supervisor. Likewise, Publication/Authorship should be with accompanying certification from the publisher.

For information and guidance.

TOLENTINO G. AQUINO
Schools Division Superintendent
Officer-In-Charge
Office of the Assistant Regional Director
Chairman, HRMPSB

NOTED:

WILFREDO E. CABRAL
Director III
Officer-In-Charge
Office of the Regional Director

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