



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

MARIKINA



February 2, 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 Aide I (Utility Worker), SG 1 (3 items in SDO, 1 item in MNHS, 2 items in MHS)
2. Security Guard I, SG 3 (1 item in SDO, 1 item in MHS)

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

APPLICATION PROCEDURE:

1. Register and apply for a position at <http://tinyurl.com/applymarikina>
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 February 12, 2018:
 - a. Letter of Intent
 - b. Duly accomplished Personal Data Sheet (CSC Form 212)
 - c. Photocopy of the following:
 - c.1 one (1) government-issued ID
 - c.2. Certificate of Eligibility
 - c.3. Transcript/s of Record (if any)
 - c.4 Performance ratings for the last 3 rating periods
 - c.5 Certificates of relevant trainings and seminars attended
 - c.6 Certificates of outstanding accomplishments
3. Applicants are expected to bring all original and complete documents for verification purposes on February 26, 2018, CID unit, 9am-11am, otherwise application shall not be entertained.

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


SHERYLL T. GAYOLA
Officer In-Charge
Office of the Schools Division Superintendent

| POSITION | SALARY GRADE | QUALIFICATION STANDARDS | | | |
|-----------------------|--------------|--------------------------------|-------------|-------------|------------------------|
| | | EDUCATION | EXPERIENCE | TRAINING | ELIGIBILITY |
| Administrative Aide I | 1 | Must be able to read and write | No Required | No Required | None |
| Security Guard I | 3 | High School Graduate | No Required | No Required | Security Guard License |