



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

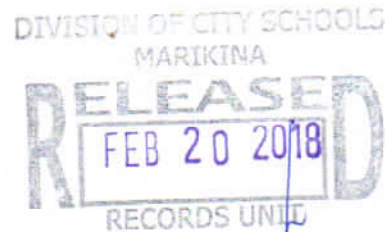
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February 20, 2018

**MEMORANDUM TO:**

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 the Office of MR. WILFREDO E. CABRAL**, Officer In-Charge, Office of the Regional Director, regarding **vacancies open for filling-up**, contents of which is self-explanatory.

Immediate and wide dissemination is highly enjoined.

FOR:

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

BY:

  
**DR. ELIZALDE Q. CENA**  
Chief Education Supervisor, SGOD  
Officer In-Charge  
Office of the Schools Division Superintendent



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**Republika ng Pilipinas**  
(Republic of the Philippines)  
**KAGAWARAN NG EDUKASYON**  
(DEPARTMENT OF EDUCATION)  
**PAMBANSANG PUNONG REHIYON**  
(NATIONAL CAPITAL REGION)

Division Office - Bayan Bantay Lungsod Quezon  
(Misamis, Bantay, Quezon City)

Department of Education  
National Capital Region

**RECEIVED**  
14 FEB 2018  
RECORDS UNIT

February 6, 2018

**RELEASED**

Memorandum to:

**RECEIVED**  
PERSONNEL UNIT

DATE/TIME: 2/14/18 3:25 PM


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

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

- Education Program Supervisors ( SG-22)
  - 2-Quality Assurance Division
  - 1-Curriculum & Learning Mgt Division (Araling Panlipunan)
  - 1-Human Resource Development Division
- Project Development Officer II (SG-15) Public Affairs Unit
- Administrative Officer 11 ( SG-11) Finance Division
- Accountant I (SG-12) Finance Division
- Administrative Aide VI – Administrative Division (SG-6)
- Administrative Aide III (SG-3) - Legal Unit

In this connection, interested and qualified applicants should submit application together with the following documents for ranking purposes, at the Personnel Section, this Region, not later than **March 10, 2018**.

1. Duly accomplished Form 212 (Personal Data Sheet)
2. Performance Ratings (last 3 rating periods prior to screening)
3. Updated Service Records
4. Outstanding Accomplishments:
  - Outstanding Employee Award
  - Innovation
  - Research & Development Project/s
  - Publication/Authorship
  - Consultant/Resource Speaker in Trainings/Seminars
5. Official Transcript of Records
6. PRC License/CSC Eligibility
7. Certificates of relevant seminars/trainings attended (conducted for at least 3-days not credited during last promotion)
11. Specialized Training e.g. scholarship programs/short courses/study grants

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

Inclousures:

Qualification Standard

**QUALIFICATION STANDARD: (Inclosure to Unnumbered Memorandum dated February 6, 2018)**

**EDUCATION PROGRAM SUPERVISOR:**

**EDUCATION REQUIREMENT :** Master's degree in Education or other Relevant Master's degree with specific area of specialization

**EXPERIENCE REQUIREMENT :** 2 years as Principal or  
2 years as Head Teacher or  
2 years as Master Teacher

**TRAINING REQUIREMENT:** 8 hours of relevant trainings

**ELIGIBILITY :** R.A. 1080 (Teacher)

Additional Qualifications:

**QAD-** At least 1 year relevant experience in Evaluation & Research  
Must be a computer literate(MS Word/Excel)

**HRDD** At least 1 year relevant experience in Training and Development  
and other related HR services  
Must be a computer literate (MS Word/Excel/Power Point )

**CLMD** Must be a computer literate (MS Word/Excel/Power Point )

**PROJECT DEVELOPMENT OFFICER II:**

**EDUCATION :** Bachelor's degree relevant to the job

**EXPERIENCE :** 1 year relevant experience

**TRAINING :** 4 hours relevant training

**ELIGIBILITY :** CS-Professional/2<sup>nd</sup> Level Eligibility

Additional Qualification

Knowledge in technical writing/computer literate

**ACCOUNTANT I:**

**EDUCATION :** Bachelor's degree in Commerce/Business Administration, major in Accounting

**EXPERIENCE :** none required

**TRAINING** none required

**ELIGIBILITY :** RA 1080 (CPA Board Exam)

Additional Qualification

Must be a computer literate(MS Word/Excel)

**ADMINISTRATIVE OFFICER II: (Budget Officer II)**

**EDUCATION :** Bachelor's degree relevant to the job

**EXPERIENCE :** 1 year relevant experience

**TRAINING :** 4 hours relevant training

**ELIGIBILITY :** CS-Professional/2<sup>nd</sup> Level Eligibility

Additional Qualification

Must be a computer literate(MS Word/Excel)

**ADMINISTRATIVE AIDE VI:**

**EDUCATION** : Completion of two (2) year studies in college  
**EXPERIENCE** : none  
**TRAINING** : none  
**ELIGIBILITY** : CS-Sub Professional  
Additional Qualification  
Must be a computer literate (MS Word/Excel/Power Point )

**ADMINISTRATIVE AIDE III:**

**EDUCATION** : Completion of two (2) year studies in college  
**EXPERIENCE** : none  
**TRAINING** : none  
**ELIGIBILITY** : CS-Sub Professional  
Additional Qualification  
Must be a computer literate (MS Word/Excel/Power Point )