

REPUBLIC OF THE PHILIPPINES

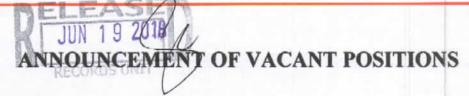
DEPARTMENT OF EDUCATION

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE - MARIKINA CITY

Shoe Ave., Sta. Elena, Marikina City
DIVISION OF (163 (02) 682-2472 / 682-3989 (CID) / 369-9046 (SGOD)
https://depedmarikina.ph/ (email) sdo.marikina@deped.gov.ph





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

- Administrative Assistant III (Senior Bookkeeper), SG 9 3 items (SDO) (preferably with accounting background)
- 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 onc (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
 - 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.

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)