March 8, 2019

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 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  
Officer In-Charge  
Office of the Schools Division Superintendent

Maka-Diyos, Makatao, Makakahikasan at Makabansa
Memorandum to:

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

Please be informed that this Office is in need of an Administrative Officer I (Supply Officer I, SG-10) at the Administrative Division-Property and Supply Section. 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 March 15, 2019:

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:
   a. Outstanding Employee Award
   b. Innovation
   c. Research & Development Project/s
   d. Publication/Authorship
   e. Consultant/Resource Speaker in Trainings/Seminars
5. Official Transcript of Records
6. PRC License/Eligibility
7. Certificates of relevant seminars/trainings attended
   (conducted for at least 3-days not credited during last promotion)
8. Specialized Training e.g. scholarship programs/short courses/study grants

Further, it is informed that the filing of applications for the following positions is extended until March 15, 2019:

- Accountant I-Finance Division (SG-12)
- Education Program Supervisor-Education Support Services Division (SG-22)

Work toward excellence... play to win!
Please take note that all the above-mentioned documents specifically mentioned in items 4 and 8 of the first paragraph in connection with the filing of applications should be taken within five (5) years and has been acquired after the last promotion.

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
Officer-In-Charge
Office of the Assistant Regional Director
Chairman, HRMPSB

NOTED:

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

Work toward excellence... play to win!
QUALIFICATION STANDARD: (Inclosure to Unnumbered Memorandum dated February 27, 2019)

ADMINISTRATIVE OFFICER I (SUPPLY OFFICER I): SG-10

EDUCATION : Bachelor's Degree
EXPERIENCE : none required
TRAINING : none required
ELIGIBILITY : CSE-Professional/2nd Level Eligibility
              Additional Qualification
              Must be a computer literate (MS Word/Excel)

EDUCATION PROGRAM SUPERVISOR : SG-22

EDUCATION : Master's degree in Education or other Relevant Master's degree with specific area of specialization
EXPERIENCE : 2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher
TRAINING : 8 hours of relevant trainings
ELIGIBILITY : R.A. 1080 (Teacher)
              Additional Qualification
              Must be a computer literate (MS Word/Excel/Power Point)

ACCOUNTANT I: SG-12

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)