DIVISION MEMORANDUM

No. __/45__ s. 2019

COMPARATIVE ASSESSMENT FOR VACANT TEACHING RELATED AND NON-TEACHING POSITIONS

To: OIC, Assistant Schools Division Superintendent
    Chief Education Supervisors – CID and SGOD
    Elementary and Secondary School Principals
    Officers-In-Charge
    Unit/Section Heads
    Public Schools
    All Concerned

1. The field is hereby informed of the following vacant teaching-related and non-teaching items, this Division, as follows:

   1. Head Teacher III, SG 16, 1 item (CISSL)
   2. Registrar (SHS), SG 11
   3. Administrative Assistant III (Senior Bookkeeper), SG 9 1 item (preferably with accounting background)
   4. Administrative Assistant II (Disbursing Officer), SG 8 9 items (preferably with accounting background)
   5. Administrative Assistant II (SHS), SG 8 1 item

2. Interested applicants may address their letter of application together with pertinent documents (please see attached Qualification Standards (QS) for the said positions and APPLICATION PROCEDURE) to the undersigned ATTN: The Human Resource Management Office.

3. Applicants are expected to bring all original documents for verification purposes on September 18, 2019, Office of the Public Schools District Supervisor, SDO Marikina.

   9am-11am – HT III, Registrar, ADAS II (SHS)
   1:30pm – 4pm – ADAS III and ADAS II

JOEL T. TORRECAMPO
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent
APPLICATION PROCEDURE:

1. Register and apply for a position at [https://tinyurl.com/vacancy-depedmarikina](https://tinyurl.com/vacancy-depedmarikina).

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 to label documents) to the Records Unit, 3/F, SDO Marikina, on or before **September 13, 2019**:
   a. Letter of Intent
   b. Duly accomplished Personal Data Sheet (CSC Form 212) and Work Experience Sheet
   c. Photocopy of the following
      c.1 one (1) government-issued ID
      c.2 Certificate of Eligibility
      c.3 Transcript/s of Record
      c.4 Performance ratings for the last 3 rating periods
      c.5 Certificates of relevant trainings and seminars attended
         (recent 5 years and not used during the last promotion process)
      c.6 Certificates of outstanding accomplishments
<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Training</th>
<th>Experience</th>
<th>Education</th>
<th>Salary Grade</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>First level</td>
<td>Four (4)</td>
<td>One (1)</td>
<td>Competence of two (2) years in College</td>
<td>8</td>
<td>Assistant III</td>
</tr>
<tr>
<td>Eligible First level Professional Service (GSA-1996) Career Service</td>
<td>Four (4)</td>
<td>One (1)</td>
<td>Vocational course of 2 years remains or High School Graduate or</td>
<td>6</td>
<td>Assistant III</td>
</tr>
<tr>
<td>Eligible Second level (Professional) Career Service</td>
<td>no required experience</td>
<td>Bachelor's degree</td>
<td></td>
<td></td>
<td>Register I (SHA)</td>
</tr>
<tr>
<td>Passer PA 100/PF/E1 2A</td>
<td>Four (4)</td>
<td>Two (2)</td>
<td>Certification in 2 years of Teacher-in-Charge or Education in Elementary/Secondary Education or Bachelor's degree in Education</td>
<td>11</td>
<td>Teacher III</td>
</tr>
</tbody>
</table>

QUALIFICATION STANDARDS