March 3, 2020

DIVISION MEMORANDUM
No. 044 s. 2020

COMPARATIVE ASSESSMENT FOR VACANT NON-TEACHING POSITIONS

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

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

a. Administrative Officer IV, SG15 (HRMO)
b. Project Development Officer II, SG 15 (CID)
c. Special Education Teacher I, SG 14
d. Administrative Assistant II, SG 8 (SHS)
e. Administrative Assistant II (Disbursing Officer), SG 8
   (preferably with accounting background)
f. Administrative Assistant I, SG 7 (Budget)
   (preferably with accounting background)
g. Administrative Aide VI, SG 6 (SDO)

(Please see attached Qualification Standards.)

APPLICATION PROCEDURE:

1. Register and apply for a position at https://tinyurl.com/depedmar-vacancy-032020

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

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

Maka-Diyos, Makatao, Makakalikasan at Makabansa
c.6 Certificates of outstanding accomplishments

3. Applicants are expected to appear personally in SDO – Marikina and bring all original documents (and another folder with the photocopies of the same) for verification/assessment purposes on the prescribed dates as follows:

March 19, 2020 - Administrative Officer IV
Project Development Officer II
\{ 8:30 am – 10:00 am
Administrative Assistant I
Administrative Aide VI
\} 10:30 am – 12:00 pm

March 20, 2020 - Administrative Assistant II (Disbursing Officer), Administrative Assistant II (SHS)
Special Education Teacher I
\} 8:30 am – 12:00 pm

SHERYLL T. GAYOLA
Education Program Supervisor
Officer-In-Charge
Office of the Schools Division Superintendent
<table>
<thead>
<tr>
<th>POSITION</th>
<th>SALARY GRADE</th>
<th>EDUCATION REQUIREMENTS</th>
<th>EXPERIENCE REQUIREMENTS</th>
<th>TRAINING REQUIREMENTS</th>
<th>ELIGIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Aide V1</td>
<td>6</td>
<td>High School graduate or completion of 2 years relevant vocational course</td>
<td>One (1) year relevant experience</td>
<td>Four (4) hours of relevant training</td>
<td>Relevant MC 11 s. 1996 Career Service (Sub-Professional/First Level Eligibility)</td>
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<tr>
<td>Administrative Assistant I</td>
<td>7</td>
<td>Completion of two (2) years in College or High School graduate or relevant vocational/trade course</td>
<td>One (1) year relevant experience</td>
<td>Four (4) hours of relevant training</td>
<td>RA 1080 Career Service (Sub-Professional/First Level Eligibility)</td>
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<tr>
<td>Administrative Assistant II</td>
<td>8</td>
<td>Completion of two (2) years in College or High School graduate or relevant vocational/trade course</td>
<td>One (1) year relevant experience</td>
<td>Four (4) hours of relevant training</td>
<td>Career service sub-professional or appropriate first level eligibility, RA 1080-PEET/LET Pass:</td>
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<tr>
<td>Special Education Teacher I</td>
<td>14</td>
<td>Bachelor's degree in Elem. Education or its equivalent to the job</td>
<td>One (1) year relevant experience</td>
<td>Eight (8) hours of relevant training</td>
<td>RA 1080 Career Service Professional or appropriate second level eligibility,</td>
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<tr>
<td>Project Development Officer II</td>
<td>15</td>
<td>Bachelor's degree relevant to the job</td>
<td>One (1) year relevant experience</td>
<td>Four (4) hours of relevant training</td>
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<tr>
<td>Administrative Officer IV</td>
<td>15</td>
<td>Bachelor's degree relevant to the job</td>
<td>One (1) year relevant experience</td>
<td>Four (4) hours of relevant training</td>
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<tr>
<td>Administrative Officer V</td>
<td>15</td>
<td>Bachelor's degree relevant to the job</td>
<td>One (1) year relevant experience</td>
<td>Four (4) hours of relevant training</td>
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</tr>
</tbody>
</table>