DIVISION MEMORANDUM

No. 051 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 ONLINE submission of application for the following vacant non-teaching items, (previously issued as Division Memorandum No. 044, s. 2020, dated March 3, 2020) this Division, as follows:

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

(Please see attached Qualification Standards.)

APPLICATION PROCEDURE:

1. Interested applicants must register and apply for a position at https://tinyurl.com/depedmarikinavacancyNTP.
2. Submit scanned signed letter of application addressed to the undersigned, and send to hrmo.marikina@deped.gov.ph, together with pertinent documents (in PDF file):
   a. Duly accomplished Personal Data Sheet (CSC Form 212)
   b. Copy of the following:
      b.1 one (1) government-issued ID
      b.2 Certificate of Eligibility
      b.3 Transcript/s of Record
      b.4 Performance ratings for the last three (3) rating periods
      b.5 Certificate of Employment (if any)
      b.6 Certificate/s of relevant trainings and seminars attended
      b.7 Certificate/s of outstanding accomplishments (Outstanding Employee Award, Publication/Authorship, Innovations/Research and Development Projects, Consultant/ Resource Speakers in Trainings/Seminars)
3. Applicants are expected to make themselves available for an online interview. A notification shall be sent to each applicant.

4. Original copies of documents submitted shall be required for authentication and validation purposes.

5. **Deadline of submission is on June 11, 2020.**

   Immediate and wide dissemination of this Memorandum is highly enjoined.

   [Signature]

   **SHERVIL 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</th>
<th>EXPERIENCE</th>
<th>TRAINING</th>
<th>ELIGIBILITY</th>
</tr>
</thead>
<tbody>
<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>
<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 education or its equivalent relevant to the job</td>
<td>One (1) year relevant experience</td>
<td>Four (4) hours of relevant training</td>
<td>RA 1080 Career Service Professional or appropriate second level eligibility</td>
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<tr>
<td>Administrative Assistant II</td>
<td>8</td>
<td>Completion of two (2) years in College</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</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 with 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/ First Level Eligibility)</td>
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<tr>
<td>Administrative Aide VI</td>
<td>6</td>
<td>High School graduate or completion of 2 years relevant vocational course</td>
<td>One (1) year of 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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