



June 1, 2020

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

SCHOOLS DIVISION OFFICE
Marikina City
RECORDS UNIT
RELEASED
JUN 04 2020
Date: _____ Time: 7:25 pm
By: Agnes C. Franco
Records Unit
DepEd-Marikina

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.


SHERYLL T. GAYOLA
Education Program Supervisor
Officer-In-Charge
Office of the Schools Division Superintendent

POSITION	SALARY GRADE	QUALIFICATION STANDARDS				ELIGIBILITY
		EDUCATION	EXPERIENCE	TRAINING		
Administrative Officer IV	15	Bachelor's degree relevant to the job	One (1) year relevant experience	Four (4) hours of relevant training	RA 1080 Career Service Professional or appropriate second level eligibility	
Project Development Officer II	15	Bachelor's degree education or its equivalent relevant to the job	One (1) year relevant experience	Four (4) hours of relevant training	RA 1080 Career Service Professional or appropriate second level eligibility	
Administrative Assistant II	8	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 Assistant I	7	Completion of two (2) years in College or High School graduate with relevant vocational/trade course	One (1) year relevant experience	Four (4) hours of relevant training	Career Service (Sub-Professional/ First Level Eligibility)	
Administrative Aide VI	6	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)	