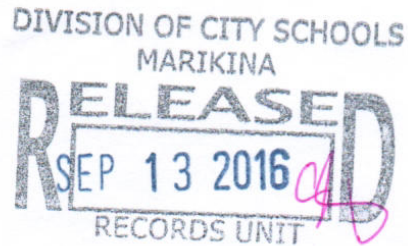




National Capital Region

SCHOOLS DIVISION OFFICE Marikina City

Shoe Ave. , St., Sta. Elena, Marikina City



September 13, 2016

ANNOUNCEMENT OF VACANT POSITIONS

This Office announces that the following positions in the Schools Division Office are vacant and need to be filled up. They are as follows:

1. Attorney III (SG 21)
2. Nurse II (SG 15)
4. Administrative Assistant II (SG 8) 1 item in Malanday National HS
5. Administrative Aide IV (SG 4) 1 item in Marikina Science HS

Likewise, pursuant to DepEd Order No. 19 s. 2016, entitled ***Guidelines on the Organizational Structures and Staffing Patterns of Stand-Alone and Integrated Public Senior High Schools (SHS)***, one (1) **NURSE II** position is open for ranking.

Please see attached Qualification Standards (QS) for the said positions.

APPLICATION PROCEDURE:

1. Register and apply for a position at <http://tinyurl.com/vacancydepedmar>
2. Submit the following documentary requirements in a clean, unmarked long folder to the Records Unit, Schools Division Office- Marikina City on or before September 19, 2016:
 - a. Letter of Intent
 - b. Duly accomplished Personal Data Sheet (CSC Form 212)
 - c. Curriculum Vitae
 - d. Photocopy of the following:
 - d.1 one (1) government-issued ID
 - d.2. Certificate of Eligibility
 - d.3. Transcript/s of Record
 - d.4 Performance ratings for the last 3 rating periods
 - d.5 Certificates of relevant trainings and seminars attended
 - d.6 Certificates of outstanding accomplishments



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- 3. Applicants are expected to bring all original documents for verification puposes on September 28,2016, at the Office of the ASDS.**
9am-11am – for Attorney and Nurse items
1pm – 4pm – for all other positions mentioned above

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


HELEN GRACE V. GO

Schools Division Superintendent