



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

JUN 22 2022

DIVISION MEMORANDUM
No. 503, s. 2022

**ANNOUNCING THE VACANT POSITION FOR
PROJECT DEVELOPMENT OFFICER I
(Youth Formation Coordinator)**

TO: OIC – Asst. Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District-In-Charge
Public Elem./Secondary Schools Administrators
Teaching/Non-Teaching Personnel

1. This Office hereby announces the vacancy for the position of Project Development Officer I (Youth Formation Coordinator) – SG 11, with the following minimum qualification requirements:

<i>Education</i>	:	Bachelor's degree relevant to the job
<i>Experience</i>	:	None Required
<i>Training</i>	:	None Required
<i>Eligibility</i>	:	Career Service (Prof.) Second Level Eligibility

2. All interested and qualified applicants regardless of sex or gender orientation, age, civil status, religious affiliation, national origin, disability status, ethnicity or any other characteristics protected by law should signify their interest in their application letter together with complete documentary requirements in one (1) folder on or before **July 15, 2022** at DepEd-Negros Oriental Schools Division Office to be received at the Records Section:

- a) Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- b) Photocopy of Certificate of Eligibility/Rating/License;




Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph

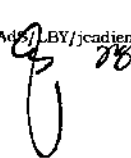
- c) Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
- d) Photocopy of Service Record or Certificate of Employment, if applicable;
- e) Photocopy of Certificates of Training, if applicable;
- f) Photocopy of three (3) recent Performance Rating (CY 2019, 2020 and 2021) covering one (1) year performance per rating;
- g) Omnibus Sworn Statement;
- h) Checklist of Requirements;
- i) Other documents as may be required.

3. **DepEd Order No. 66, s. 2007** shall be the basis for evaluation of these papers.
4. All applications and further documents submitted beyond July 15, 2022 will not be accepted.
5. Written examination and interview of qualified applicants for the vacant position shall be announced in a separate memorandum.
6. For any inquiries and clarification, please visit Ms. Jian A. Diaz, HRMO at the Personnel Section or contact her at (035)422-0267.
7. It is desired that this Memorandum be given widest dissemination.

For the Schools Division Superintendent:


MARCELO K. PALISPIS, EdD
OIC-Assistant Schools Division Superintendent
Officer In-Charge

SPP/NLR-JMA-MKP/AdS/LBY/jcadiente
June 21, 2022

 78



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph