



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

**Office of the Schools Division  
Superintendent**

28 FEB 2022

DIVISION MEMORANDUM  
No. 64, s. 2022

**ANNOUNCING THE VACANT POSITION FOR  
ADMINISTRATIVE AIDE I (Siaton NHS)**

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 Administrative Aide I (SG-1) for Siaton National High School.

2. Interested and qualified applicants are requested to submit written application supported by certified copies of the following papers to the Office of the Schools Division Superintendent, in one (1) folder on or before **February 11, 2022**.


- a) Fully accomplished Personal Data Sheet (PDS)
- b) Latest Approved Performance Rating (for the last 3 years)
- c) Service Record duly signed by the Administrative Officer V
- d) Certificate of Employment, or appointment or contract of service
- e) Certificate of eligibility/rating/license
- f) Outstanding/meritorious Accomplishments

- Awards - the certificate/medal/plaque of recognition shall be supported by any evidence that a search is conducted (for non-DepEd applicants)
- Innovation - as to its implementation, it should be fully and properly documented (e.g. with narrative feedback or evaluation report)
- Research and Development Project - must be approved by the Schools Division Superintendent
- Publication - with analysis and must be educational

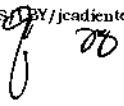


Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
Telephone Nos.: (035) 225-2838 / 225-2376 / 422-7644  
Email Address: negros.oriental@deped.gov.ph

- Consultancy/Resource Speaker - must be supported by any of the ff: memorandum, invitation letter, authority to travel, etc.
  - g) Official Transcript of Records/certification if completed academic requirements for Masteral or Doctorate Degree duly certified by the school registrar;
  - h) Certificate of trainings/seminars/scholarship grant attended; and
  - i) Other pertinent documents with table of contents and proper tabbings.
3. **DepEd Order No. 66, s. 2007** shall be the basis for evaluation of these papers.
  4. Additional documents after the said period shall **no longer be entertained**.
  5. It is desired that this Memorandum be given widest dissemination.

  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent

SPP/NLR-JMA-MKP/AdS/BJ/jcadiente  
January 26, 2022





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