



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

**Office of the Schools Division
Superintendent**

12 SEP 2021

DIVISION MEMORANDUM
No. 711, s. 2022

ANNOUNCING THE VACANCIES FOR NON-TEACHING
POSITIONS IN THE DIVISION OF NEGROS ORIENTAL

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 following positions:
 - (3) Administrative Assistant III – Senior Bookkeeper
(NOHS, Sibulan NHS, Tampi NHS)
 - (1) Registrar I (Jimalalud NHS)
2. Enclosed is the list of vacancies and the minimum qualification requirements for each position as per Civil Service Commission Qualification Standards (as amended 2017).
3. 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 **September 23, 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;
 - c) Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;



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

- d) Photocopy of Service Record or Certificate of Employment;
- e) Photocopy of Certificates of Training;
- 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) 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. All applications and further documents submitted beyond September 23, 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.

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SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

9/12/22

SPP/NLS-MKP-JMA/AdS/LAY/jcadiente
September 8, 2022



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LIST OF VACANCIES FOR NON-TEACHING POSITIONS

No.	Position Title	SG	Level	Station/City/Municipality	Qualification Requirements			
					Education	Experience	Training	Eligibility
3	Administrative Assistant III (Senior Bookkeeper)	9	1	Sibulan NHS Negros Oriental HS Tampi NHS	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprof.) First Level Eligibility
SENIOR HIGH SCHOOL								
1	Registrar I	11	2	Jimalalud NHS	Bachelor's Degree relevant to the job	None required	None required	Career Service (Prof.) Second Level Eligibility