



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

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 798, s. 2022

**ANNOUNCING THE VACANCIES FOR ADMINISTRATIVE ASSISTANT II
POSITION 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 vacancies for the position of Administrative Assistant II – SG 8:

- (1) Pedro R. Abul HS – Senior HS, Sta. Catalina
- (1) San Miguel HS – Senior HS, Sta. Catalina
- (1) Amio Comprehensive HS – Senior HS, Sta. Catalina
- (2) Casiano Z. Napigkit NHS – Junior HS, Sta. Catalina
- (1) Don Emilio Macias NHS – Junior HS, Sta. Catalina
- (1) Mantiquil Masaligan HS – Senior HS, Siaton

2. Hereunder is the minimum Qualification Standard for the aforementioned vacant position:

<i>Education</i>	:	Completion of two years studies in college
<i>Experience</i>	:	1 year of relevant experience
<i>Training</i>	:	4 hours of relevant training
<i>Eligibility</i>	:	Career Service (Subprof.) First Level Eligibility

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 **October 28, 2022** at DepEd-Negros Oriental Schools Division Office to be received at the Records Section:



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

- 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;
- 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) Checklist of Requirements;
- i) Other documents as may be required.

4. **DepEd Order No. 66, s. 2007** shall be the basis for evaluation of these papers.

5. All applications and further documents submitted beyond October 28, 2022 will **not** be accepted.

6. Written examination and interview of qualified applicants for the vacant position shall be announced in a separate memorandum.

7. For any inquiries and clarification, please visit Ms. Jian A. Diaz, HRMO at the Personnel Section or contact her at (035)422-0267.

8. It is desired that this Memorandum be given widest dissemination.

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SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

10/12/22

SPP/NLR-JMA-MKP/AdS/LBY/jcadiante
October 11, 2022



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