




Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY

DIVISION MEMORANDUM

No. 174, S. 2021

TO : HRMPSB Chair and Members
Chief Education Supervisors
Interested Applicants
All others Concerned

FROM :  **MARIZA B. MAGAN, Ed.D., CESO V**
Schools Division Superintendent

DATE : October 4, 2021

SUBJECT : **RECRUITMENT AND SELECTION OF APPLICANTS FOR
NON-TEACHING VACANT POSITIONS**

1. The Schools Division of Tacloban City hereby announces the conduct of the Division Assessment and Evaluation for the Recruitment and Selection of Non-Teaching Vacant Positions. This Division adheres to the principle of *Equal Employment Opportunity accorded to all who qualified to enter government service regardless of gender, civil status, disability, religion, ethnicity or political affiliation.*
2. Document evaluation shall be in accordance with DepEd Order No. 66, s. 2007 entitled **PROMOTION OF OTHER TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS.**
3. The following are the vacant positions and the Qualification Standards:

POSITION TITLE	SG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
CRMNHS ADMINISTRATIVE OFFICER IV	15	2	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional)/ Second Level Eligibility
ADMINISTRATIVE OFFICER II	11	2	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional)/ Second Level Eligibility







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TCNIHS ADMINISTRATIVE ASSISTANT II	08	1	Must be able to read and write/Elem. Sch. Graduate High Sch. Grad. Or Completion of relevant vocational/trade course Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
ADMINISTRATIVE ASSISTANT I	07	1	Must be able to read and write/Elem. Sch. Graduate High Sch. Grad. Or Completion of relevant vocational/trade course Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
ADMINISTRATIVE AIDE VI	06	1	Must be able to read and write/Elem. Sch. Graduate High Sch. Grad. Or Completion of relevant vocational/trade course Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
LNHS ADMINISTRATIVE AIDE IV	04	1	Must be able to read and write/Elem. Sch. Graduate High Sch. Grad. Or Completion of relevant vocational/trade course Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility





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INSULAR EDUCATION PROGRAM SPECIALIST II (Soc.Mob.)	16	2	Bachelor's degree relevant to the job	7 yrs. of experience in education, research, development implementati on or other relevant experience	4 hours of relevant training	RA1080, CS Professional eligibility for 2nd level position
PROJECT DEVELOPMENT OFFICER II	15	2	Bachelor's degree relevant to the job	1 yr. of relevant experience	4 hours of relevant training	RA1080, CS Professional eligibility for 2nd level position

4. Interested applicants must submit their Letter of Intent (LOI) addressed to **DR. MARIZA S. MAGAN, EdD, CESO V**, Superintendent, Schools Division of Tacloban City through hrmosdotac@deped.gov.ph carbon copy (cc) macapugasmar@gmail.com on or before the midnight of **October 24, 2021 (Sunday)**.
5. The following documents must be submitted by the applicants in hard copy and properly arranged in a folder with tabbing and Table of Contents on or before **October 25, 2021 (Monday)** to the HR Office:
 - a. Letter of Intent (citing the specific position applied for);
 - b. Accomplished Personal Data Sheet;
 - c. Photocopy of actual Performance Rating for the last 3 rating periods if there is any (Certification alone is not accepted);
 - d. Updated Service Record and / or;
 - e. PRC License/CSC Eligibility for non-teaching;
 - f. Photocopy of Awards/Citations of Outstanding Accomplishment;
 - g. Photocopy of Transcript of Records;
 - h. Photocopy of Certificates of Training attended-conducted for at least 3 days and not credited during the last promotions or acquired within 5 Years period only and;
 - i. Photocopy of the related supporting documents.
6. In special cases that it is impossible for the applicant to submit the hard copy due to distance, health condition, border restrictions and other legitimate reasons, the soft copy of the documents maybe sent together with the Letter of Intent in the same email address mentioned in Item No. 4.
7. Wide dissemination of this Memorandum is desired.

