



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VIII
DIVISION OF CATBALOGAN CITY



DIVISION MEMORANDUM

No. 395 s. 2018

**CALL FOR INTERESTED AND QUALIFIED APPLICANTS FOR
TEACHING RELATED AND NON-TEACHING POSITIONS**

To: **Elementary and Secondary School Heads**
All qualified applicants
All concerned

1. This is to announce the hiring selection and recruitment of the existing vacancies and forthcoming vacancies of the following teaching-related and non-teaching positions.

- **One (1) Medical Officer III, SG-21, Php52,554 per month**
 - Doctor of Medicine; None required experience;
 - None required training; Eligibility – RA 1080
- **One (1) Dentist, SG-17, Php38,085.00 per month**
 - Doctor of Dental Medicine or Dental Surgery; One (1) yr. of relevant experience;
 - Four (4) hours of relevant training; Eligibility - RA 1080
- **One (1) Librarian II, SG-15, Php29,010.00 per month**
 - Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts Major in Library Science; One (1) yr. relevant experience;
 - Four (4) hours of relevant training; Eligibility – RA 1080.
- **Four (4) Nurse II, SG-15, Php29,010.00 per month**
 - Bachelor of Science in Nursing; One (1) yr. of relevant experience;
 - Four (4) hours of relevant training; Eligibility - RA 1080
- **One (1) Education Program Specialist II, SG-16, Php31,765.00 per month**
 - Bachelor's degree in Education or its equivalent;
 - Two (2) years experience in education, research, development, implementation or other relevant experience;
 - Four (4) hours of relevant training;
 - Eligibility – RA 1080, Career Service (Professional), Appropriate Eligibility for Second Level Position
- **One (1) Administrative Officer II, SG-11, Php20,179.00 per month**
 - Bachelor's degree; None required experience;
 - None required training; Eligibility – Career Service (Prof.)
Second Level Eligibility
- **Three (2) Administrative Assistant II, SG-8, Php16,282.00/month**
 - Completion of 2 years studies in college; 1 yr. of relevant experience;
 - 4 hours of relevant trainings; Eligibility – Career Service (Sub-prof.)
First Level Eligibility



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- **One (1) Administrative Assist. II (Accounting Clerk III), SG-08, Php16,282.00 per month**
 - Completion of 2 years studies in college; One (1) yr. of relevant experience;
 - Four (4) hours of relevant training; Eligibility – Career Service (Sub-prof.)
First Level Eligibility
- **Two (2) Administrative Aide VI (Clerk III), SG-06, Php14,340.00 per month**
 - Completion of 2 years studies in college; None required experience;
 - None required training; Eligibility – Career Service (Sub-prof.)
First Level Eligibility

2. Interested and qualified applicants shall submit **three sets/folders** of the documents stated below not later than **November 19, 2018** to the Division Office Personnel Unit. Applicants shall attached one photocopy of each document, to be placed in a white long folder, with Application Letter, Table of Contents and Tabbing at the side of documents according to the following arrangement.

- A. Personal Data Sheet (PDS revised 2017)
 - B. Performance Rating for the last three (3) years (if available)
 - C. Service Record/Certificate of Employment (if available)
 - D. Photocopy of Eligibility
 - E. Photocopy of Certificate of Recognitions/Outstanding Accomplishments (if any)
 - F. Photocopy of Transcript of Records (Baccalaureate Degree, Master's Degree and Doctoral Degree)
 - G. Photocopy of Certificate of Trainings Attended
 - H. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.
3. Applicants must bring original copy of the documents during submission of application to the Division Personnel Unit and during the interview by the Division Personnel Selection Board.
4. All interested applicants must be guided by **DepEd Order No. 66 s. 2007** Revised Guidelines on Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions.
5. The schedule of interview of applicants will be announced later.
6. All expenses relative to this activity shall be charged against local funds/MOOE subject to the usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of the contents of this Memorandum is desired.




CARMELINO P. BERNADAS, Ph. D., CESO VI
OIC-Schools Division Superintendent

To be indicated in the perpetual Index under following subjects:

NON TEACHING APPLICANTS

LQA

RECRUITMENT

SELECTION

OSDS/AS2/PU/ACC/10292018

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