

20 DEC 2016

**MEMORANDUM**

To: All Concerned

1. This is to inform the field that this office is now accepting applicants for the positions listed hereunder as follows:

- a. Administrative Officer V (Budget), SG-18
- b. Administrative Officer IV (Records), SG-15

2. In view of the above, all interested and qualified applicants may submit their application letter together with the documents listed below for ranking purposes, to Mr. Chris G. Erabon, Administrative Officer IV (Personnel), Office of the SDS on or before **5:00 pm of December 29, 2016.**

- Performance Ratings for the last three (3) rating periods
- Updated Service record / Certificate of Employment
- Latest Appointment
- Transcript of Records
- Certificates of Seminars and Trainings Attended
- Civil Service Eligibility

3. The minimum qualification standards for the above-mentioned positions are as follows:

***Administrative Officer V (Budget), SG-18***

Education: Bachelor's Degree relevant to the job  
Experience: 2 years of relevant experience  
Trainings: 8 hours of relevant training  
Eligibility: CSC Professional (Second Level Eligibility)

***Administrative Officer IV (Records), SG-15***

Education: Bachelor's Degree relevant to the job  
Experience: 1 year of relevant experience  
Trainings: 4 hours of relevant training  
Eligibility: CSC Professional (Second Level Eligibility)

4. Only shortlisted applicants shall be called for an interview on ***January 4, 2017.***

5. Immediate and wide dissemination of this Memorandum is desired.

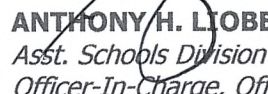
Prepared by:

  
**ARNOLD S. MAGDAET**  
*Administrative Officer V*

Noted:

  
**ROGELIO P. AMADOR**  
*Acting Schools Division Superintendent  
Chairman, Personnel Selection Board*

Approved:

  
**ANTHONY H. LIOBET, CESO VI**  
*Asst. Schools Division Superintendent  
Officer-In-Charge, Office of the SDS*