



Republic of the Philippines  
Department of Education  
Negros Island Region  
**SCHOOLS DIVISION OFFICE of KABANKALAN CITY**  
City of Kabankalan



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DIVISION MEMORANDUM  
No. 57, s. 2016

TO: All Concerned  
SUBJECT: Vacant Positions  
DATE: May 23, 2016

This is to inform the field of the following vacant positions:

The following are the minimum qualification standards for an applicant to qualify the above-stated position per DepEd Order No.19, s. 2016

Position	Salary Grade	Education	Experience	Training	Eligibility
Administrative Officer II (4)	11	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility
School Nurse II (1)	15	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080
Registrar I (4)	11	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility
Project Development Officer I (2)	11	Bachelor's Degree relevant to the job	1 year relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility
Administrative Assistant II (11)	8	Completion of 2 years studies in college	1 year relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility

Interested applicants are required to submit the documents listed below c/o Mr. Eulyne D. Lucerna, SGOD Office not later than 5:00 pm of June 10, 2016.

- Application Letter
- Updated Service Record
- Transcript of Records
- Certificates of Trainings and Seminars Attended
- Performance Rating for the last three (3) years
- Outstanding Accomplishments

Immediate and widest dissemination of this memorandum is desired.

ANTHONY H. LIOBET, CESO VI