



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

**Office of the Schools Division
Superintendent**

MAR 03 2022

DIVISION MEMORANDUM

No. 077, s. 2022

SUBMISSION OF APPLICATION FOR VACANT POSITIONS

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. For the information and guidance of all concerned, this Office shall start accepting applications for the vacant positions listed in the Enclosures.

2. Espousing the principles of merit, fitness for the job, and equal opportunity, this Office highly encourages interested and qualified applicants regardless of their sex, civil and economic status, religious belief, political affiliation, cultural group, and physical circumstances to apply. Applicants with special needs or disabilities are encouraged to inform the Human Resource Officer upon submission of application so that provisions for their needs could be facilitated.

3. Submission of the following documents shall be on or before 5 p.m. of **March 11, 2022**.

4.1 Application letter indicating the position applied for (Addressed to the Schools Division Superintendent)

4.2 Personal data Sheet (CS Form 212 Revised 2017, Notarized)

4.3 Certified Photocopies of:

4.3.1 Updated Service Records

4.3.2 Performance Rating for the last three (3) years - (with numerical rating and complete signatures)

4.3.3 Transcript of Records/ Special Order

4.3.4 Latest Appointment, if applicable

4.3.5 Certificate of Outstanding Accomplishments/Awards/Recognition Received

4.3.6 Certificates of Relevant Training attended

4.3.7 Certificates of Eligibility /Eligibility Rating

4.3.8 Other documents relevant to the position applied for

4. The cut-off date for the accomplishments, awards, trainings, and seminars is from the date of last promotion to March 10, 2022. Only documents that were submitted on or before the deadline will be considered. Thus, no additional or new documents will be accepted during the deliberation and evaluation process except for those determined by the PSB that are needed for the verification and validation of the initially submitted documents.



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5. All documents submitted for evaluation must be certified photocopies of the original documents. Original documents must be presented during the evaluation and deliberation process for verification purposes.
6. The criterion for ranking is based on DepED Order No. 66, s. 2007 (Non-Teaching Group):

Criteria	Level 1 (SG 9 and below)	Level 2 (SG 10 and above)
Performance	35	30
Experience	5	10
Outstanding Accomplishment	5	20
Education	10	15
Training	10	10
Potential	20	10
Psycho-social attributes	15	5

7. Applicants who wish to apply for 2 or more positions shall submit a separate set of documents for each position applied for.
8. The schedule of the orientation of applicants, evaluation of documents, interview and written test will be announced on a later date through a separate issuance.
9. Expenses of the HRMPSB relative to the evaluation of documents, interview, deliberation, and preparation of comparative assessment results shall be charged against Division MOOE, subject to the usual accounting and auditing rules and regulations.
10. Immediate dissemination of this Memorandum is desired.

NICASIO S. FRIO, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent





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SCHOOLS DIVISION OF KABANKALAN CITY

Enclosure No. 1 to Division Memorandum No. _____, s. 2022

Preferred Qualification Standards of Vacant Administrative III Positions and Corresponding Places of Assignment

Position	Education	Training	Experience	Eligibility	No. of Vacancies	Place/Office of Assignment
Administrative Assistant III	Bachelor's Degree in Business Administration, Major in Accounting or Completion of at least 2 years studies in Bachelors' Degree in Accountancy or Commerce; or Completion of 2 years studies in college with at least nine (9) units in accounting subjects	4 hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)	1 year relevant experience in accounting activities/tasks	Career Service Professional/ Second Level Eligibility	7	Clustered Elementary Schools (to be announced during orientation of applicants)



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Enclosure No. 2 to Division Memorandum No. _____, s. 2022

Preferred Qualification Standards of Vacant Administrative II Positions and Corresponding Places of Assignment

Position	Education	Training	Experience	Eligibility	No. of Vacancies	Place/Office of Assignment
Administrative Assistant II	Bachelor's Degree in Business Administration, Major in Accounting or Completion of at least 2 years studies in Bachelors' Degree in Accountancy or Commerce; or Completion of 2 years studies in college with at least nine (9) units in accounting subjects	4 hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)	1 year relevant experience in accounting activities/tasks	Career Service Professional/ Second Level Eligibility	5	Clustered Elementary Schools (to be announced during orientation of applicants)



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Enclosure No. 3 to Division Memorandum No. _____, s. 2022

Qualification Standards of Vacant Positions and Place of Assignment

Position	Education	Training	Experience	Eligibility	No. of Vacancies	Place/Office of Assignment
Administrative Officer II	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional)/Second Level Eligibility	11	Balisong ES, Bino ES, Bula ES, Casipsipan ES, D.C. Gurruchari MS, Hiamonan ES, Inapoy ES, Locotan ES, Matama ES, Orong ES, Tagoc ES
Administrative Assistant III (Secretary of the SDS)	Completion of 2 years studies in college	4 hours of relevant training to the position (office management skills, computer skills)	1-year relevant experience	Career Service Sub Professional/ First Level Eligibility	1	Office of the Schools Division Superintendent
Administrative Aide VI	Completion of 2 years studies in college	None Required	None Required	Career Service Sub Professional/ First Level Eligibility	3	Office of the Schools Division Superintendent - Admin Section



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Administrative Aide IV	Must be able to read and write/Elementary School Graduate	None Required	None Required	Driver's License	1	Office of the Schools Division Superintendent
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