



Republic of the Philippines
 Department of Education
 REGION VI-WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
City of Kabankalan, Negros Occidental
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OCT 27 2020

DIVISION MEMORANDUM
 No. 102, s. 2020

RECRUITMENT AND SELECTION OF APPLICANTS FOR ADMINISTRATIVE OFFICER II, SENIOR EDUCATION PROGRAM SPECIALIST FOR PLANNING AND RESEARCH AND SENIOR EDUCATION PROGRAM SPECIALIST FOR SOCIAL MOBILIZATION AND NETWORKING

To: All Concerned

1. This is to announce to the field of the division-wide recruitment and selection of applicants for the positions listed hereunder, which are also open to all interested and qualified applicants regardless of age, sex, civil status, disability, religion, ethnicity and political affiliation.

Position	SG	Total Item/s	Annual Salary	Station
Administrative Officer II	11	23	267 792.00	Payroll Service Unit, Clustered Elementary Schools
Senior Education Program Specialist – Planning and Research	19	1	561 492.00	School Governance and Operations Division – Planning and Research Unit
Senior Education Program Specialist – Social Mobilization and Networking	19	1	561 492.00	School Governance and Operations Division – Social Mobilization and Networking Unit

2. The qualification standards and competency requirements of these positions are as follows:

Position / SG	Education	Experience	Training	Eligibility
Administrative Officer II, SG-11	Bachelor's Degree	None Required	None Required	CSC Professional
Senior Education Program Specialist – Planning & Research, SG-19	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	2 years experience in education, research, development, implementation or other relevant experience	8 hours of relevant training	PBET; Teacher Career Service (Professional); Appropriate eligibility for Second Level Position
Senior Education Program Specialist – Soc Mob, SG-19				

3. In view of this, all interested qualified applicants are advised to submit the following documents to Mr. Dino Alexandrinos Xenos M. Lopez, Administrative Officer IV (Records) to wit:

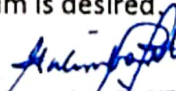
1. Application Letter addressed to the Schools Division Superintendent
2. Properly **filled** and **notarized** CSC Form 212 – revised 2017 (Personal Data Sheet) with attached latest **passport** sized photo
3. Performance Rating for the last three (3) rating periods
4. Service Record / Certificate of Employment / Contract
5. Copy of Previous Appointment
6. Copy of CSC Certificate of Eligibility / PRC License (if applicable)
7. Transcript of Records
8. Certificates of Trainings Attended
9. Certificates of Recognition

4. The timeline for the recruitment and selection process are indicated below. Applicants are requested to be present during the evaluation and interview.

Activities	Venue	Schedule
Filing of application letter with complete supporting documents	SDO Records Office	Deadline: November 6, 2020
Pre-evaluation of the Applicant's qualification viz-a-viz Qualification Standards	SDO HRMO Office	November 9, 2020
Submission of QS Evaluation to the PSB for deliberation	Office of the ASDS	November 9, 2020
Interview	Office of the ASDS	November 10, 2020
Conduct of Background Investigation, PSB Deliberation and Finalization of evaluation results	Office of the ASDS	November 11, 2020
Submission to the Office of the SDS for approval of Comparative Assessment Results	Office of the SDS	November 12, 2020
Posting of results	SDO Bulletin Board and other conspicuous places	November 13, 2020

5. All applicants are advised to ensure that their documents are accurate, complete, and are submitted on time. Late documents shall not be accepted. No retrieval of folders will be allowed once stamped "Received" by the office.

7. Widest and immediate dissemination of this Memorandum is desired.


PETER J. GALIMBA
 DIVISION SUPERINTENDENT
 PORTIA M. MALLORCA, Ph.D., CESO V
 Schools Division Superintendent