



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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May 10, 2018

MEMORANDUM

To: All Concerned

1. This is to inform the field of the vacancy of two (2) *Project Development Officer II (Youth Formation Officer)* positions for Senior High School.
2. Per DepEd Order No. 19, s. 2016, the general function of the above-stated vacant position is to manage the youth formation programs of the schools within a division, including but not limited to the implementation of the Supreme Pupil Government (SPG) or Supreme Student Government (SSG) as well as other curricular and extra-curricular clubs and programs; and manage and monitor the implementation of the career guidance program in senior high schools.
3. 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 (HRMO), Office of the SDS on or before **5:00pm of May 25, 2018**
  1. Performance Ratings for the last three (3) rating periods
  2. Updated Service record / Certificate of Employment
  3. Latest Appointment
  4. Transcript of Records
  5. Certificates of Seminars and Trainings Attended
  6. Civil Service Eligibility
4. The minimum qualification standards for the above-mentioned positions are as follows:

Education:	Bachelor's Degree relevant to the job
Experience:	One (1) year relevant experience
Training:	Four (4) hours relevant training
Eligibility:	Career Service Professional (Second Level)
5. Only shortlisted applicants shall be called for an interview.
6. Immediate and wide dissemination of this Memorandum is desired.

  
MA. LORLINIE M. ORTILLO, CESO VI  
Schools Division Superintendent 