June 5, 2018

Division Memorandum
No.449 s. 2018

ANNOUNCEMENT OF VACANT POSITIONS IN THE DIVISION OF ANTIPOLLO CITY

To: OIC – Assistant Schools Division Superintendent
    Chief Education Supervisors, (CID, SGOD)
    Education Program Supervisors
    Public Schools District Supervisor
    Elementary and Secondary School Heads/Principals/TICs/OICs
    All others concerned

1. This Office announces the following vacant positions in the Division of Antipolo City:

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary Grade</th>
<th>Education</th>
<th>Experience</th>
<th>Training</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attorney III (1 item)</td>
<td>21</td>
<td>Bachelor of Laws</td>
<td>1 year relevant</td>
<td>4 hours relevant training</td>
<td>RA 1080</td>
</tr>
<tr>
<td>Guidance Counselor II-SHS (18 items)</td>
<td>12</td>
<td>Bachelors Degree of Guidance and Counseling</td>
<td>None required</td>
<td>None required</td>
<td>RA 1080</td>
</tr>
<tr>
<td>Project Development Officer (2 items)</td>
<td>11</td>
<td>Bachelors Degree relevant to the job</td>
<td>1 year relevant</td>
<td>4 hours of relevant trainings</td>
<td>Career Service Professional (Second Level Eligibility)</td>
</tr>
<tr>
<td>Administrative Officer II (1 item)</td>
<td>11</td>
<td>Bachelors Degree</td>
<td>None required</td>
<td>None required</td>
<td>Career Service Professional (Second Level Eligibility)</td>
</tr>
<tr>
<td>Administrative Assistant III (Senior Bookkeeper) (2 Items)</td>
<td>9</td>
<td>Bachelor's degree relevant to the job (preferably accounting related courses)</td>
<td>2 years relevant experience</td>
<td>4 hours relevant training</td>
<td>Career Service Subprofessional (First Level Eligibility)</td>
</tr>
<tr>
<td>Administrative Assistant II-SHS (5 items)</td>
<td>8</td>
<td>Completion of 2 years studies in college</td>
<td>1 year relevant experience</td>
<td>4 hours relevant training</td>
<td>Career Service Subprofessional (First Level Eligibility)</td>
</tr>
</tbody>
</table>
2. The recruitment and selection process for the vacant positions shall follow the provisions and criteria in DepEd Order No. 66, S. 2007.

3. All qualified and interested applicants are invited to submit to the HR Office, DepEd Antipolo City, Antipolo City Sports Educational Hub, Sen. L. Sumulong Circle, Brgy. San Isidro, Antipolo City an application letter together with the following original and/or authenticated documents on or before **June 20, 2018**:
   
   a. Personal Data Sheet (PDS) with recent photo
   b. Latest approved appointment
   c. Transcript of Records (TOR) authenticated by institution or university
   d. Photocopy of License/Proof of eligibility, authenticated by appropriate institution
   e. Performance Ratings for the last 3 rating periods
   f. Service Record/Certificate of employment with brief description of duties and responsibilities (experience must be relevant to the duties and functions of the position to be filled)
   g. Proof of Outstanding Accomplishments (Outstanding Employee Award, Innovations, Research and Development Projects, Publication/Authorship, Consultant/resource Speakership)
   h. Certificate of Training for the last 5 years relevant to the position to be filled.

4. No additional documents will be accepted after the scheduled date of submission to the Division Office.

5. Please regularly visit DepEd Antipolo City website [www.depedantipolo.com](http://www.depedantipolo.com) or its Facebook account for further announcement.

6. Immediate dissemination of this Memorandum is desired.

 DR. ROMMEL C. BAUTISTA, CESO V
 Schools Division Superintendent