



September 14, 2018

**Division Memorandum**  
**No. 70 s. 2018**

**ANNOUNCEMENT OF VACANT POSITIONS IN THE DIVISION OF ANTIPOLO CITY**

To: OIC – Assistant Schools Division Superintendent  
 OIC – Chief Education Supervisors (CID)  
 Chief Education Supervisors (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:

Position	Salary Grade	Education	Experience	Training	Eligibility
Education Program Supervisor- Edukasyon Sa Pagpapakatao (ESP) (1 item)	22	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	2 years as Principal; 2 years as Head Teacher; 2 years as Master Teacher	8 Hours relevant training	RA 1080
Guidance Counselor II-SHS (18 items)	12	Bachelors Degree of Guidance and Counseling	None required	None required	RA 1080
Administrative Assistant III-Senior Bookkeeper (4 Items-Dela Paz NHS, Muntindilaw NHS, San Juan NHS & Marcelino NHS)	9	Bachelor's degree relevant to the job (preferably accounting related courses)	2 years relevant experience	4 hours relevant training	Career Service Sub professional (First Level Eligibility)
Administrative Assistant II (Disbursing Officer) (3 Items-Dalig NHS, Muntindilaw NHS & San Juan NHS)	8	Bachelor's degree relevant to the job (preferably accounting related courses)	2 years relevant experience	4 hours relevant training	Career Service Sub professional (First Level Eligibility)



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 **September 28, 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.

*fn. Bautista*  
**DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent