ANNOUNCEMENT OF VACANT POSITIONS IN THE SCHOOLS DIVISION OFFICE OF ANTIPolo

To: OIC - Assistant Schools Division Superintendent
   Chief Education Supervisor - SGOD
   OIC Chief Education Supervisor - CID
   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>Guidance Counselor II - SHS (18 items)</td>
<td>12</td>
<td>Bachelors Degree in Guidance and Counseling</td>
<td>None required</td>
<td>None required</td>
<td>RA 1080</td>
</tr>
<tr>
<td>Administrative Officer II (1 item) Marcelino Santonos NHS</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 II - SHS (3 items) Maximo Gatlabayan MNHS Calawis NHS Canumay NHS</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 December 14, 2018:
   a. Personal Data Sheet (PDS) with recent photo
   b. Latest approved appointment
Republic of the Philippines
Department of Education
Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO

3. Transcript of Records (TOR) authenticated by institution or university
4. Photocopy of License/Proof of eligibility, authenticated by appropriate institution
5. Performance Ratings for the last 3 rating periods
6. 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)
7. Proof of Outstanding Accomplishments (Outstanding Employee Award, Innovations, Research and Development Projects, Publication/Authorship, Consultant/resource Speakership)
8. 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 or its facebook account for further announcement.

6. Immediate dissemination of this Memorandum is desired.

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