



November 21, 2018

Division Memorandum  
No. 98 s. 2018

**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:

Position	Salary Grade	Education	Experience	Training	Eligibility
Guidance Counselor II-SHS (18 items)	12	Bachelors Degree in Guidance and Counseling	None required	None required	RA 1080
Administrative Officer II (1 item) Marcelino Santos NHS	11	Bachelors Degree	None required	None required	Career Service Professional (Second Level Eligibility)
Administrative Assistant II-SHS (3 items) Maximo Gatlabayan MNHS Calawis NHS Canumay NHS	8	Completion of 2 years studies in college	1 year relevant experience	4 hours relevant training	Career Service Subprofessional (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 **December 14, 2018**:
- Personal Data Sheet (PDS) with recent photo
  - Latest approved appointment






Republic of the Philippines  
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Region IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF ANTIPOLO**



- 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 ✚