



January 17, 2019

Division Memorandum
No. 05 s. 2019

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
Administrative Assistant III-Senior Bookkeeper (12 items)	9	Completion of 2 years studies in college (preferable bachelors degree-accounting related courses)	1 year relevant experience	4 hours relevant training	Career Service (Subprofessional First Level Eligibility)
Administrative Assistant II (Disbursing Officer) (11 Items)	8	Completion of 2 years studies in college (preferable bachelors degree-accounting related courses)	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 **January 28 , 2019**:
 - 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 period
 - 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 DepEdAntipolo 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