Division Memorandum  
No. 03 s. 2019

ANNOUNCEMENT OF VACANT POSITIONS IN THE DIVISION OF ANTIPOLLO 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:

<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>Administrative Assistant III-</td>
<td>9</td>
<td>Completion of 2 years studies in college (preferable</td>
<td>1 year relevant</td>
<td>4 hours relevant</td>
<td>Career Service (Subprofessional First Level</td>
</tr>
<tr>
<td>Senior Bookkeeper (12 items)</td>
<td></td>
<td>bachelors degree-accounting related courses)</td>
<td>experience</td>
<td>training</td>
<td>Eligibility)</td>
</tr>
<tr>
<td>Administrative Assistant II</td>
<td>8</td>
<td>Completion of 2 years studies in college (preferable</td>
<td>1 year relevant</td>
<td>4 hours relevant</td>
<td>Career Service Subprofessional (First Level</td>
</tr>
<tr>
<td>(Disbursing Officer) (11 Items)</td>
<td></td>
<td>bachelors degree-accounting related courses)</td>
<td>experience</td>
<td>training</td>
<td>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 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.

[Signature]
DR. ROMMEL C. Bautista, CESO V
Schools Division Superintendent