



February 28, 2019

**Division Memorandum**  
 No. 17 s. 2019

**ANNOUNCEMENT OF VACANT POSITION 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
Public Schools District Supervisor (1 Item)	22	Master's Degree in Education or other relevant Master's Degree	Five years cumulative experience in instructional supervision and school management	16 hours of relevant training	Republic Act No. 1080

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, Circumferential Road Educational Sports Hub, Brgy. San Isidro, Antipolo City an application letter together with the following original and/or authenticated documents on or before **March 11, 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 periods

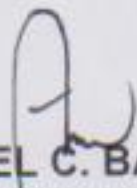


Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON

**CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO**



- 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 