DIVISION MEMORANDUM  
NO. 35 s. 2019  

ANNOUNCEMENT OF VACANCY IN THE SCHOOLS DIVISION OF ANTIPolo CITY

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 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>Education Program Specialist II-</td>
<td>16</td>
<td>Bachelor’s Degree in Education or its equivalent and completion of academic requirements for master’s degree relevant to the job</td>
<td>2 years relevant experience in education, research, development, implementation or other relevant experience</td>
<td>8 hours relevant training</td>
<td>RA1080 Career Service Professional (Second Level Eligibility)</td>
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<td>HRD (1 item)</td>
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<tr>
<td>Registrar (SHS)</td>
<td>11</td>
<td>Bachelor's Degree</td>
<td>None Required</td>
<td>None Required</td>
<td>Career Service Professional (Second Level Eligibility)</td>
</tr>
<tr>
<td>(1 item)</td>
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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, DepEdAntipolo 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 July 1, 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
   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

"EDUKASYONG TAPAT AT SAPAT PARA SA LAHAT"