



Republic of the Philippines
Department of Education
Region XVIII, Negros Island Region
DIVISION OF NEGROS ORIENTAL
Dumaguete City



May 08, 2017

DIVISION MEMORANDUM

No. 231, s. 2017

**ANNOUNCING THE VACANCIES FOR NON-TEACHING
POSITIONS IN THE DIVISION OF NEGROS ORIENTAL**


TO : Assistant Schools Division Superintendent
Chiefs, Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District -In-Charge
Public Elem./Secondary Schools Administrators
Teaching/Non-Teaching Personnel

1. This Office hereby announces the vacancies for non-teaching positions for legal, financial, administrative and senior high schools.
2. Enclosed is the list of vacancies and the minimum qualification requirements for each position as per Civil Service Commission 1997 Qualification Standards.
3. Interested applicants are requested to submit **written application indicating the position they are applying for** supported by certified copies of the following papers to the Office of the Schools Division Superintendent, in one (1) folder, on or before **May 31, 2017**:

- Certificate of Eligibility/Report of Rating
- Certificate of Outstanding/Meritorious Accomplishments
- Certificate of Trainings/Seminars/Scholarship Grant Attended
- Official Transcript of Records
- Performance Rating (*for the last 3 rating period*)
- Service Record/Certificate of Employment

Criteria for selection is based on **DepEd Order No. 66, s. 2007 under the Non-Teaching Group, Level 1 & 2 Position.**

4. It is desired that this Memorandum be given widest dissemination.


SALUSTIANO T. JIMENEZ, CESO V
OIC-Office of the Assistant Regional Director
Concurrent OIC-Office of the Schools Division Supt.

09 MAY 2017

LIST OF VACANCIES FOR NON-TEACHING POSITIONS
(For Legal, Financial, Administrative and Senior High Schools)

No.	Position Title	SG	Le- vel	Station/ City/Municipality	QUALIFICATION REQUIREMENTS			
					Education	Experience	Training	Eligibility
1	LEGAL Legal Assistant I	10	2	Division Office	Bachelor's Degree	None required	None required	Career Service (Prof.) Second Level Eligibility
7	FINANCIAL Administrative Assistant III (Senior Bookkeeper)	9	1	Division Office (2) Mabiny NHS, Mabiny D L Alviola NHS, Bindoy Sibulan NHS, Sibulan C Z Napigkit NHS, Sta. Catalina Ayungon NHS, Ayungon	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprof.) First Level Eligibility
8	Administrative Assistant II (Disbursing Officer)	8	1	Pacuan NHS, La Libertad Mabiny NHS, Mabiny La Libertad NHS, La Libertad Maria Macahig NHS, Siaton Amlan NHS, Amlan D E J Macias NHS, Sta. Catalina C Z Napigkit NHS, Sta. Catalina Division Office	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprof.) First Level Eligibility
1	Administrative Assistant I	7	1	Division Office	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprof.) First Level Eligibility

No.	Position Title	SG	Le- vel	Station/ City/Municipality	QUALIFICATION REQUIREMENTS			
					Education	Experience	Training	Eligibility
ADMINISTRATIVE								
1	Administrative Officer I (Supply Officer)	10	2	J B Cardenas MHS, Canlaon	Bachelor's Degree	None required	None required	Career Service (Prof.) Second Level Eligibility
4	Administrative Aide VI	6	1	Division Office	Completion of two year studies in college	None required	None required	Career Service (Subprof) First Level Eligibility
2	Administrative Aide III	3	1	J B Cardenas MHS, Canlaon Negros Oriental HS, Dumaguete	Completion of two year studies in college	None required	None required	Career Service (Subprof.) First Level Eligibility
3	Administrative Aide I	1	1	Amlan NHS, Amlan J B Cardenas MHS, Canlaon Negros Oriental HS, Dumaguete	must be able to read and write	None required	None required	None required
2	Security Guard I	3	1	Negros Oriental HS, Dumaguete	High school graduate	None required	None required	Security Guard License
SENIOR HIGH SCHOOL								
18	Administrative Assistant II	8	1	Canlaon Jimalalud La Libertad Mabinay Siaton Sta. Catalina	Completion of two years studies in college	1 year of relevant training	4 hours of relevant training	Career Service (Subprof.) First Level Eligibility