



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division
Superintendent

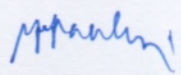
06 OCT 2021

DIVISION MEMORANDUM
NO. 792 s. 2021

**VACANT POSITION IN THE DEPARTMENT OF EDUCATION REGIONAL
OFFICE VII**

To : Assistant Schools Division Superintendents
Chiefs, CID & SGOD
Public Schools District Supervisors/District In-Charge
All Others Concerned

1. Attached is Deped Regional Memorandum No. 0876, s. 2021 re-announcing the Vacant Position of Administrative Aide IV in the Department of Education Regional Office VII, for everyone's information and guidance.
2. For details, please see attached communication.
3. Wide dissemination of this memorandum is desired.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

10/6/2021

SPP/JMA-MKP-NLR/AdsP/jdiaz
October 6, 2021



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph



Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS

Office of the Regional Director

OCT 01 2021

REGIONAL MEMORANDUM
 No. 0876, s. 2021

**Reannouncing the Vacant Position of Administrative Aide IV
 in the Department of Education Regional Office VII**

To: Schools Division Superintendents
 All Others Concerned

1. The Department of Education- Regional Office VII (DepEd-RO VII), through the Human Resource Merit Promotion and Selection Board (HRMPSB), reannounces the vacant position of Administrative Aide IV with the following Qualification Standards below:

Position Title	Qualification Standards				Place of Assignment
	Education	Training	Experience	Eligibility	
Administrative Aide IV	* Must be able to read and write/Elementary Graduate; **High School Graduate or completion of relevant vocational/trade course; ***Completion of two year studies in College or High School Graduate with relevant vocational/ trade course.	None	None	Relevant MC 11, s. 1996 Career Service (Sub-Professional) First Level Eligibility	DepEd RO7

2. Interested qualified applicants (only those who meet the education, experience, training and eligibility requirements indicated in the qualification standards) regardless of gender, civil status, age, disability, ethnicity, members of the Indigenous Communities, and those from any Sexual Orientation and Gender Identities and Expression (SOGIE) shall submit scanned copies of the following documents, to wit:

- 2.1 Letter of Intent;
- 2.2 Duly accomplished Personal Data Sheet (DPS)/CSC Form 212;
- 2.3 Transcript of Records/ School Records;



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City
 Telephone Nos.: (032) 231:1433; (032) 414-7399
 Email Address: region7@deped.gov.ph

- 2.4 Certificate of Eligibility;
- 2.5 Service Record/ Certification of Employment;
- 2.6 Performance rating for the last three (3) rating period prior to the screening;
- 2.7 Certificate of Training/ Seminars Attended (at least 3-day duration to include Scholarship Programs, Short Courses, Study Grants, and Chairmanship/Co-chairmanship in a Technical Planning Committee)
- 2.8 Outstanding Accomplishment/s (if any); and
- 2.9 Notarized Omnibus Sworn Statement. (attached as Enclosure 1)

3. The scanned copies of required documents shall be submitted through this email hrmpsrb.ro7@deped.gov.ph or link: <https://region7.deped.gov.ph/join-us/> on or before October 10, 2021.

4. Qualified applicants shall be notified through the email address or contact numbers indicated in their accomplished Personal Data Sheet (DPS)/CSC Form 212.

5. For inquiries, you may contact the DepEd RO VII HRMPSB Secretariat through telephone number: (032) 414 7366 or email address: hrmpsrb.ro7@deped.gov.ph.

6. Expenses incurred by the HRMPSB relative to the conduct of the selection process are charged against the Regional MOOE, subject to the usual accounting and auditing rules and regulations.

7. Immediate dissemination of this Memorandum is desired.



SALUSTIANO T. JIMENEZ JD, EdD, CESO V

Director IV

Regional Director



AFFIDAVIT OF AUTHENTICITY AND VERACITY

I _____, Filipino, of legal age, with permanent address at _____, after being sworn to in accordance with law, hereby depose and state:

1. I am applying for the position of _____ pursuant to the posted vacant positions of the Department of Education Region VII.
2. I have submitted the following documents as part of the requirements for my application (enumerate):

3. I am executing this Affidavit to attest to the authenticity and veracity of all the foregoing documents.

By executing this Affidavit, I hereby authorize the DepEd RO7 HRMPSB to verify the authenticity of the above mentioned documents.

Affiant

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2021 at _____ Philippines, affiant exhibiting to me his/her Valid ID _____ issued on _____ at _____

Notary Public

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Series of 2021.