



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

Office of the Schools Division Superintendent

November 8, 2021

NOV 8 2021

DIVISION MEMORANDUM

No. 917, s. 2021

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

To: OIC – Asst. Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District-In-Charge
Public Elem./Secondary Schools Administrators
Teaching/Non-Teaching Personnel

1. For the information of all concerned, this Office announces the following vacancies for non-teaching positions in this division:

Position Title	SG	STATION (Division Office/District/School)
ELEMENTARY		
(39)Administrative Officer II	11	Andan, Ayungon, Bacong, Carlaon, Dauin, Jimalalud, La Libertad, Manjuyod, Bindoy, Sta. Catalina, Siaton, Sibulan, Taysan, Valencia, Zamboanguita, Mabinay
(1)Administrative Assistant III	09	District
(1)Administrative Assistant II	08	District
(1)Administrative Aide VI	06	Division Office
(2)Nurse II	16	Division Office
JUNIOR HIGH SCHOOL		
(1)Administrative Aide I	01	Negros Oriental IIS
(1)Administrative Assistant II	08	Jose B. Cardenas IIS
SENIOR HIGH SCHOOL		
(1)Administrative Assistant II	08	Sta. Catalina (school)



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City

Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644

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2. Enclosed is the list of the minimum qualification requirements for each position as per CSC Resolution No. 1000275, dated Nov. 2, 2010 and 1997 CSC Qualification Standards.

(Criteria for selection is based on DepEd Order No. 66, s. 2007)

3. Interested applicants are requested to submit **written applications indicating the position and the place (municipality, district, school) 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 **December 2, 2021**:

- Personal Data Sheet
- Certificate of Eligibility/Report of Rating
- Certificate of Outstanding/Meritorious Accomplishments
- Certificate of Trainings/Seminars/Scholarship Grant Attended
- Official Transcript of Records/Certificate of Complete Academic Requirements duly certified by the school registrar
- Approved Performance Rating (for the last 3 years)
- Designations
- Service Record/Certificate for Employment
- Other pertinent documents with table of contents and proper tabbings

4. Immediate dissemination of this Memorandum is desired.

Appr...
SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

SPP/NLR/JMA/MKP/ADS/Iby



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Position Title	SG	LEVEL	CSC Prescribed Qualifications			
			Education	Experience	Trainings	Eligibility
ADMINISTRATIVE AIDE VI	6	1	Completion of Two (2) years studies in college	None required	None required	Career Service (Subprof.) First Level Eligibility
ADMINISTRATIVE ASSISTANT II	8	1	Completion of Two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprof.) First Level Eligibility
ADMINISTRATIVE ASSISTANT III	9	1	Completion of Two (2) years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprof.) First Level Eligibility
ADMINISTRATIVE OFFICER II	11	2	Bachelor's Degree relevant to the job	None required	None required	Career Service (Prof.) Second Level Eligibility
NURSE II	15	2	Bachelor of Science in Nursing	1 year of relevant experience	4 hrs of relevant training	RA 1080 (Nursing Licensure Exam)