



November 2, 2016

DIVISION MEMORANDUM

No. 453, s. 2016

RANKING OF APPLICANTS / CANDIDATES FOR VACANT POSITION

TO: ASDS
 Chief, CID
 Chief, SGOD
 Division and District Supervisors
 Public Elementary and Secondary School Heads
 Administrative Officer V and Section Chiefs

1. This Office announces the acceptance of application for SPED Teacher I and II positions (Elementary Level) and Senior Bookkeeper.

2. The minimum qualification standards for the said positions are as follows:

Position Title	Educational Requirement	Experience Requirement	Training Requirement	Eligibility
SPED Teacher I	BSEEd with 18 SPED units	Has at least 3 years experience in providing educational services to children w/ special needs	Training on specific area of exceptionality	R.A. 1080
SPED Teacher II	BSEEd with units SPED units or completed academic requirement	3 years teaching experience as a SPED teacher I	Training on specific area of exceptionality	R.A. 1080
Senior Bookkeeper	Bachelor Degree- Accounting (Commerce/BA major in Accounting)	2 years relevant experience	8 hours relevant training, Computer Literate	Career Service (Professional) First Level Eligibility

3. Those who are interested and qualified are advised to submit the following pertinent papers not later than November 10, 2016 5:00PM:

- a. Letter of intent (To be sent to dumaguete.city@deped.gov.ph)
- b. Curriculum Vitae
- c. Transcript of Records
- d. **Performance rating** for the last three (3) rating periods.
- e. Innovation / Research and Development Projects.
- f. Publication

4. Letters b to f stated in number 3 shall be submitted to the office of the undersigned while the other pertinent documents/records shall be taken from the Human Resource Information and Development System.

5. The schedule for evaluation of documents and personal interview of applicants will be on November 11, 2016 9:00AM.

6. Wide and immediate dissemination of this Memorandum is desired.

Evangel M. Luminarias
 EVANGEL M. LUMINARIAS, Ph.D., CESO V
 Schools Division Superintendent