



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
SCHOOLS DIVISION OF DUMAGUETE CITY

Office of the Schools Division Superintendent

September 8, 2021

DIVISION MEMORANDUM
No. 244, s. 2021

INVITATION TO SUBMIT APPLICATIONS FOR SELECTED POSITIONS

TO: Assistant Schools Division Superintendent
Chiefs, CID & SGOD
Division Office Personnel
All Concerned

1. This Office invites prospective applicants who are qualified to the following vacant positions based on the Qualification Standard set forth for each.

Items	Education	Experience	Training	Eligibility
ADMINISTRATIVE AIDE VI (SG6)	Completion of two (2) years studies in college or High School Graduate w/ relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level of Eligibility
ADMINISTRATIVE ASSISTANT I (SG7)	Completion of two (2) years studies in college or High School Graduate w/ relevant vocational/trade course	None Required	None Required	Career Service (Sub-Professional) First Level of Eligibility
ADMINISTRATIVE ASSISTANT II (SG8)	Completion of two (2) years studies in college or High School Graduate w/ relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level of Eligibility





Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
SCHOOLS DIVISION OF DUMAGUETE CITY

Office of the Schools Division Superintendent

ADMINISTRATIVE ASSISTANT III (SG9)	Completion of two (2) years studies in college or High School Graduate w/ relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level of Eligibility
ADMINISTRATIVE OFFICER II(SG11)	Bachelor's degree relevant to the job.	None Required	None Required	Career Service Professional (Second Level of Eligibility)

2. Qualified applicants will be ranked based on DepEd Order #66, s. 2007. The criteria and computation of points will be based on the Part III of the said guidelines.

3. All pertinent documents must be submitted through the Chada Assist Application in a single file only. Original copies of the uploaded pertinent documents are to be shown upon interview for verification.

4. Below is the Timetable for the guidance of all.

DATE	ACTIVITIES
September 7 – September 24, 2021	Submission of Application Letter and Supporting Documents via Chada Assist
October 7-8, 2021	Evaluation of Application Documents by the Division PSB (Separate Memo for the committee); HR to furnish the application documents to School Division PSB via Google Drive
October 12, 2021	Submission of Result to SDS / Deliberation
October 12, 2021	Posting of Tentative Result
October 27, 2021	Posting of Final Approved Rank List
October 27 onwards	Utilization of Rank List to fill up the vacant position





Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
SCHOOLS DIVISION OF DUMAGUETE CITY

Office of the Schools Division Superintendent

5. All issues and concerns/clarification regarding the Tentative Results shall be raised by concerned applicants within the Posting Period. Questions / clarifications shall be directed to the Division PSB in writing via Chada Assist.
6. Immediate dissemination of this Memorandum to all concerned is desired.
7. For guidance and compliance of all concerned.

A handwritten signature in blue ink, appearing to read "GREGORIO CYRUS R. ELEJORDE", is written over the printed name.

GREGORIO CYRUS R. ELEJORDE, Ed.D, CESO V
Schools Division Superintendent

