



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
DIVISION OF CITY OF BOGO
Buac, Cayang Bogu City, Cebu



MAKA-DIYOS, MAKATAO, MAKAKALIKASAN, MAKABANSA

February 6, 2019


DIVISION MEMORANDUM
No. 051, s. 2019

HIRING OF NON-TEACHING POSITIONS

To: Assistant Schools Division Superintendent
Chief Education Supervisors, Education Program Supervisors, SEPS, EPS II
Heads of Public and Private Elementary and Secondary Schools

1. This Office informs the field of the hiring of Non-Teaching Positions, to wit:
 - 1.1. Elementary Head Teacher III (SG 15)
 - 1.2. Administrative Assistant III (SG 9)
2. All interested applicants shall submit the following documents to the Office of the Schools Division Superintendent on or before Friday, February 15, 2019:
 - a. Application Letter
 - b. CSC Form 212 (Revised 2017) with the latest 2 x 2 ID picture
 - c. Transcript of Records
 - d. Updated Service Record/Employment Record
 - e. Performance Rating for at least one (1) cycle
 - f. Certificates of Outstanding Accomplishments/Awards/Recognition
 - g. Certificates of Training relevant to the position applied for, if any
 - h. Clearance from latest employment, if any

(Note: Submit in two (2) folders only: one folder for the original documents and the other folder for the certified true photocopies of the original. Folders containing the original documents will be returned immediately after the interview.)
3. See attached enclosure for the Qualification Standards.
4. Schedule of interview will be on the first week of March. You will be notified through telephone call or text message as to the exact date and time.
5. For your guidance and strict compliance.


ROSALIE M. PASAOL, Ed. D., CESO V
Schools Division Superintendent



BUAC, CAYANG BOGO CITY, CEBU
(032) 343-0423
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Qualification Standards

Position Title	SG	Education	Experience	Training	Eligibility
Head Teacher III <i>(DepEd Order No. 39, s. 2007)</i>	15	Bachelor's Degree in Elementary Education; or Bachelor's degree with 18 professional education units	HT for 2 years; or TIC for 1 year; or Teacher for 5 years	24 hours of relevant training	RA 1080 (Teacher)
ADAS III <i>(Rationalization Plan)</i>	9	Completion of two years in college	1 year relevant experience	4 hours of relevant training	Career Service Professional (First Level Eligibility)

