



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City

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December 18, 2014

Division Memorandum
No. 17, s. 2014

CORRIGENDUM TO DIVISION MEMORANDUM NO. 98, s. 2014
ANNOUNCEMENT OF VACANT POSITIONS

1. This is in reference to the implementation of the Approved Rationalization Plan of the Department of Education pursuant to Executive Order No. 366 dated October 04, 2004.
2. The Division of Angeles City hereby announces the vacant positions for filling up:

a) Chief Education Supervisor (2 vacant positions) Salary Grade 24

1. Curriculum Implementation Division
2. School Governance and Operations Division

Qualification Standards:

Education : Master's Degree
Experience : 5 years of supervisory experience
Training : 120 hours of Managerial training
Eligibility : Appropriate eligibility for second level positions
Appropriate (RA 1080) Bar/Board (for positions involving Practice of profession)

b) Education Program Supervisor (2 vacant positions) Salary Grade 22

Qualification Standards:

Education : Master's Degree in Education or other relevant Master's Degree with specific area of specialization
Experience : 2 years as Principal or
2 years as Head Teacher or
2 years as Master Teacher
Training : 8 hours of relevant training
Eligibility : RA 1080(LET/PBET)

c) Public Schools District Supervisor (6 new items plus 1 natural vacancy) Salary Grade 22

Qualification Standards:

Education : Master's Degree in Education or its equivalent
Experience : 2 years as Elementary School Principal III; or
4 years as Elementary Principal II
Training : 16 hours of relevant training
Eligibility : RA 1080(LET/PBET)

d) Senior Education Program Specialist (4 vacant positions) Salary Grade 19

Qualification Standards:

Education	:	Bachelor's Degree in Education or its equivalent and Completion of Academic Requirements for MA Degree Relevant to the job
Experience	:	2 years experience in Education, Research, Development and Implementation or other relevant experience
Training	:	8 hours of relevant training
Eligibility	:	RA 1080(LET/PBET) Career Service (Professional) Appropriate Eligibility for Second Level Position

e) Education Program Specialist II (5 vacant positions) Salary Grade 16

Qualification Standard:

Education	:	Bachelor's Degree in Education or its equivalent
Experience	:	2 years experience in Education, Research, Development, Implementation or other Relevant experience
Training	:	4 hours of relevant training
Eligibility	:	RA 1080(LET/PBET) Career Service (Professional) Appropriate Eligibility for Second Level Position

f) Project Development Officer II (2 vacant positions) Salary Grade 15

Qualification Standard:

Education	:	Bachelor's Degree relevant to the job
Experience	:	1 year of relevant experience
Training	:	4 hours of relevant training
Eligibility	:	Career Service Professional

g) Engineer III (1 vacant position) Salary Grade 19

Qualification Standards:

Education	:	Bachelor's degree relevant to the job
Experience	:	2 years of relevant experience
Training	:	8 hours of relevant training
Eligibility	:	RA 1080(Licensed Engineer)

h) Attorney III (1 vacant position) Salary Grade 21

Qualification Standards:

Education	:	Bachelor of Laws
Experience	:	1 year relevant experience
Training	:	4 hours of relevant training
Eligibility	:	RA 1080(BAR Passer)

i) Accountant III (1 vacant position) Salary Grade 19

Qualification Standards:

Education	:	Bachelor of Science in Accountancy or Bachelor's Degree in Business Administration major in Accounting
Experience	:	2 years of relevant experience
Training	:	8 hours of relevant training
Eligibility	:	RA 1080(CPA)

j) Information Technology Officer I (1 vacant position) Salary Grade 19

Qualification Standards:

Education	:	Bachelor's Degree relevant to the job
Experience	:	2 years of relevant experience
Training	:	8 hours of relevant training
Eligibility	:	Career Service Professional

k) Administrative Officer (1 vacant position) Salary Grade 18

Qualification Standards:

Education	:	Bachelor's Degree relevant to the job
Experience	:	2 years of relevant experience
Training	:	8 hours of relevant training
Eligibility	:	Career Service Professional

l) Planning Officer III (1 vacant position) Salary Grade 18

Qualification Standards:

Education	:	Bachelor's Degree relevant to the job
Experience	:	2 years relevant experience
Training	:	8 hours relevant training
Eligibility	:	Career Service Professional Second Level Eligibility

m) Administrative Officer IV (2 vacant positions) Supply Officer & Personnel Officer) Salary Grade 15

Qualification Standards:

Education	:	Bachelor's Degree relevant to the job
Experience	:	1 year of relevant experience
Training	:	4 hours relevant training
Eligibility	:	Career Service Professional Second Level Eligibility

n) Librarian II (1 vacant position) Salary Grade 15

Qualification Standards:

Education	:	Bachelor's Degree in Library Science or information Science or Bachelor of Science in Education/Arts major in Library Science
Experience	:	1 year of relevant experience
Training	:	4 hours of relevant training
Eligibility	:	RA 1080(Licensed Librarian)

o) Administrative Assistant III (1 vacant position) Salary Grade 9

Qualification Standards:

Education	:	Completion of 2 year studies in college or High School Graduate with relevant vocational / trade course
Experience	:	1 year relevant experience
Training	:	4 hours of relevant training
Eligibility	:	Career Service Sub-professional/1 st level eligibility Relevant MC 11, s. 1996

p) Administrative Assistant II (2 vacant positions) Salary Grade 8

Qualification Standards:

Education	:	Completion of 2 year studies in college or High School Graduate with relevant vocational / trade course
Experience	:	1 year relevant experience
Training	:	4 hours of relevant training
Eligibility	:	Career Service Sub-professional/1 st level eligibility Relevant MC 11, s. 1996

q) Administrative Assistant I (1 vacant position) Salary Grade 7

Qualification Standards:

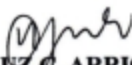
Education	:	Completion of 2 year studies in college or High School Graduate with relevant vocational / trade course
Experience	:	none required
Training	:	none required
Eligibility	:	Career Service Sub-professional/1 st level eligibility Relevant MC 11, s. 1996

r) Administrative Aide VI (5 vacant positions) Salary Grade 6

Qualification Standards:

Education	:	Completion of 2 year studies in college or High School Graduate with relevant vocational / trade course
Experience	:	1 year relevant experience
Training	:	4 hours of relevant training
Eligibility	:	Career Service Sub-professional/1 st level eligibility Relevant MC 11, s. 1996

3. Attention is invited to DepEd Order No. 66, s. 2007 for the criteria for ranking and the required documents to be submitted and to Item 15, CSC Memo No. 3, s. 2001 on the Three Salary Grade Limitation on Promotion, which states that, "An employee may be promoted or transferred to a position which is not more than three (3) salary, pay, or job higher than the employee's present position."
4. The appraisal of documents for ranking using DepEd Order No. 66, s. 2007 is reckoned from the date of the first day of the latest appointment. For example, you were promoted as Head Teacher on July 1, 2008. Now that you would like to apply as an Education Program Supervisor, only your accomplishments from July 1, 2008 onwards shall be given credit. All accomplishments prior to July 1, 2008 will not be given credit.
5. All interested personnel, whether affected or not, may apply for the open positions, provided they meet the requirements of the applied position (per DepEd Order No. 53, s. 2013).
6. All interested applicants who meet the basic qualification standards must submit a letter of intent indicating the specific position that an applicant is applying for and all other pertinent documents directly to Mr. Enrique Pangilinan, Administrative Officer V on or before January 16, 2015.
7. Wide dissemination of this Memorandum is earnestly desired.


LUZ C. ARRIOLA
Schools Division Superintendent
