
	<b>Department of Education</b> <b>Region III</b> <b>DIVISION OF CITY SCHOOLS</b> <b>Angeles City</b> Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS-PER-025 Revision: 00 Effectivity date: 10/31/2018
	<b>ANNOUNCEMENT OF VACANT POSITIONS</b>		Name of Office: <b>OSDS-PERSONNEL</b>

DEPARTMENT OF EDUCATION  
 SCHOOLS DIVISION OFFICE  
 ANGELES CITY  
**RELEASED**  
 OCT 19 2020  
 BY: \_\_\_\_\_

October 19, 2020

<b>POSITION PROFILE</b>	
Position Title: Administrative Officer II	Salary Grade: 11
Plantilla Item Number: ADOF2-150010-2019	
Station of Deployment: Division Personnel Unit	Monthly Salary: 22, 316
<b>QUALIFICATIONS:</b>	
Education:	Bachelor's degree relevant to the job
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Professional (Second Level Eligibility)
<b>GENERAL DUTIES AND RESPONSIBILITIES</b>	
➤ Take charge of the Division Payroll.	
➤ In collaboration with the HRMO, monitor and prepare report on filled and unfilled teaching and non-teaching items.	


All interested applicants who meet the basic qualification standards may submit their letter of intent indicating the specific position being applied for in two (2) separate sealed envelopes, to the **Records Unit**, DepEd Division of Angeles City, Jesus Street, Pulungbulu, Angeles City.

**Folder 1:** CSC Form 212, TOR, Service Record

**Folder 2:** CSC Form 212, TOR, Service Record, and other pertinent documents, such as Certificate of Employment, Certificate of Training/Seminars, Performance Rating and Outstanding Accomplishments.

Last date of submission of application is on **October 30, 2020** not later than 5:00 p.m. Schedule for Division Open Ranking will be announced on a separate memorandum.

*Note: Please ensure that the photocopied documents submitted are certified by authorities concerned otherwise said documents will not be honored.*

  
**MA. IRELYN P. TAMAYO, PhD, CESE**  
 Asst. Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent