



Department of Education
Region III
DIVISION OF CITY SCHOOLS
Angeles City



Jesus Street, Pulungbulu, Angeles City
Tel. No. (045) 322-5722; 888-0582 / Fax Nos. (045) 322-4702; 887-6099

RE- ANNOUNCEMENT OF VACANT POSITIONS

The following position/s are slated to be filled up to wit:

RELEASED

NON- TEACHING PERSONNEL

APR 11 / 2017

Division Office

➤ **Administrative Aide VI**

ADA6-150341-2014
ADA6-150340-2014
ADA6-150052-2004

By _____
DepEd Angeles City
Division of City Schools

Bonifacio V. Romero High School

➤ **Administrative Assistant III**

ADAS3-150067-2007 (Senior Bookkeeper)

All interested parties may submit their **application letter, duly accomplished CSC Form 212 , Certificate of Eligibility, Certificate of Trainings, and other pertinent documents** to the Personnel Unit, Administrative Section, DepEd, Division of Angeles City, Jesus Street, Pulungbulu, Angeles City. **Last Date of submission of application is on April 28, 2017 not later than 5:00 p.m.**

Reference: DepEd Order No. 66, s.2007- **Selection, Promotion and Designation of other Teaching, Related Teaching and Non-Teaching Position**

QUALIFICATION STANDARDS:

Administrative Assistant III (SG 9) Senior Bookkeeper

Education : Completion of two years studies in College
Experience : 1 year of relevant experience
Training : 4 hours of relevant training

Administrative Aide VI (SG 6)

Education : Completion of two years studies in College or High School Graduate with relevant vocational/trade course
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : Career Service Sub-Professional (1st Level Eligibility)

Please make sure that the documents to be submitted are original and if photocopied, have it certified by the authorities concerned, otherwise said documents will not be honored.


LEILANI S. CUNANAN, CESO VI
OIC- Schools Division Superintendent,