



**Republic of the Philippines**  
**Department of Education**  
 CARAGA REGION  
 SCHOOLS DIVISION OFFICE OF SURIGAO CITY

**2.f QUALIFICATIONS**

Education	: Administrative Officer II
Training	: None
Experience	: None
Eligibility	: Career Servicer (Professional) Second Level
Skills	: Proficient in Microsoft Office applications (i.e., Word, Excel, and PowerPoint)

**2.g DOCUMENTARY REQUIREMENTS**

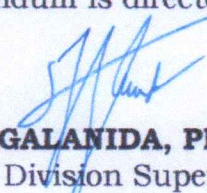
- Letter of Intent (LoI) to apply (addressed to the Karen L. Galanida, PhD, CESO VI, Schools Division Superintendent thru Farrah C. Coniate, Administrative Officer IV (Human Resource II))
- Recent fully accomplished Personal Data Sheet (PDS) and Work Experience with recent passport-size picture and corresponding attachments (certificates)
- Performance Rating (3 consecutive years, if available)
- Original Certified Authenticated Copy of Certificate of Eligibility / Rating and License
- Original and photocopy of Certification, authentication, and Verification (CAV) from the Commission on Higher Education (CHED)

Note: **INCOMPLETE** documentary requirements shall **NOT BE ENTERTAINED**.

**2.h APPLICATION PROCESS**

- Submit your portfolio to the Personnel Unit at the Schools Division Office of Surigao City, M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte or at [surigao.city.personnel@gmail.com](mailto:surigao.city.personnel@gmail.com).
- Deadline of submission is on or before **February 18, 2020**.

3. Immediate dissemination of and strict compliance of this Memorandum is directed.

  
**KAREN L. GALANIDA, PhD, CESO VI**  
 Schools Division Superintendent *KLG*

Enclosure/s: None

Reference/s : CS Form No. 9, Revised 2018 on February 3, 2020

To be indicated in the Perpetual Index under the following subjects:

**HUMAN RESOURCE MANAGEMENT  
 JOB VACANCY**

**HUMAN CAPITAL MANAGEMENT  
 EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE**

KLG/fcc

02/03/20



 M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte Province  
 (086) 826-3075, 826-8931, and 826-1268  
 [surigao.city@deped.gov.ph](mailto:surigao.city@deped.gov.ph)