



Republic of the Philippines
Department of Education
 Caraga Region
SCHOOLS DIVISION OFFICE OF SURIGAO CITY



May 12, 2020

DIVISION MEMORANDUM
 No. AOV-16_____, s. 2020

ANNOUNCEMENT OF VACANCY

TO : All Interested Applicants

1. This is to formally announce the vacancy of the Department of Education (DepEd), Schools Division Office (SDO) of Surigao City, thus, the Office welcomes willing applicants to subject into the ranking and selection process. Upholding the **Equal Employment Opportunity Principle (EEOP)** principle, applicants, irrespective of sex, sexual orientation, gender re-assignment, age, ethnicity, race including color, culture, disability / impairment, marriage and civil partnership, religion or belief, pregnancy and maternity, and political affiliation among others are invited to apply.
2. Hereunder are the details and Qualification Standards (QS) of the said vacancy, to wit:

2.a ASSIGNMENT

Office	: Office of the School Division Superintendent
Section / Unit	: Schools Division Office of Surigao City

2.b POSITION PROFILE

Position Title	: Administrative Aide
Parentetical Title	: Clerk III
Plantilla Item No.	: OSEC-DECSB-ADA6-1020029-2004, OSEC-DECSB-ADA6-1020077-2014, OSEC-DECSB-ADA6-1020080-2014, and OSEC-DECSB-ADA6-1020081-2014

2.c COMPENSATION

Salary Grade	: 6	Monthly Salary	: PhP 15,524.00
--------------	-----	----------------	-----------------

2.d BENEFITS

Holidays, Vacation, Healthcare, Compensatory Overtime Credits (COCs), Leave, Disability / Life Insurance, Bonuses, Allowances, and Retirement

2.e JOB DESCRIPTION

Schedules/calendars meetings/appointments/training/workshops / Documents/communications received, routed, tracked / Filing system created, and maintained / Documents filed, retrieved, archived to Records Office or disposed as needed / Encoded documents / Support/logistics to training and conferences (registration/attendance, tokens, certificate of appearance) / Supporting documents, petty cash, documents/forms / Appointment, venue, meals arranged / Received/routed calls / Visitors responded to / Follow through on inquiries / Other related tasks as may be assigned by the Office Head.

KLG/fcc

05/12/2020



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



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OFFICE OF SURIGAO CITY

2.f QUALIFICATIONS

Education	: At least completion of two (2) years studies in college or high school graduate with relevant vocation / trade course
Training	: Four (4) hours (relevant)
Experience	: One (1) year (relevant)
Eligibility	: At least Career Servicer (Sub-Professional) First 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 Management Officer 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 Transcript of Records (ToR) preferably with 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 surigaocity.personnel@gmail.com.
- Deadline of submission is on or before **May 27, 2020**.

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


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

Enclosure/s: None

Reference/s : CS Form No. 9, Revised 2018 on May 12, 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

05/12/2020



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