

Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
Quezon City, 2nd District, Metro Manila

July 27, 2009

DIVISION MEMORANDUM:

**Assistant Schools Division Superintendents
Division/District Supervisors
Elementary/Secondary School Principals/Officer In-Charge
Heads of Administrative Units
All Employees Concerned**

The Division Promotion Selection Board will conduct and evaluation/interview of all qualified candidates for the following vacant positions in this Division:

One (1) Senior Bookkeeper - Holy Spirit National High School
One (1) Disbursing Officer II - Judge F. Belmonte Sr. National High School

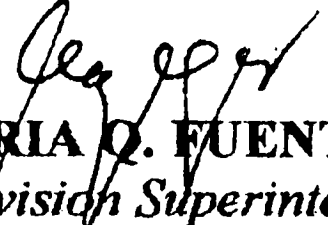
In this connection, all interested and qualified applicants are hereby advised to submit to the Head, Personnel Services Section, this Office, the following documents (original & xerox copy) for authentication and ranking purposes on or before August 11, 2009.

1. Personal Data Sheet ((CS Form 212)
2. Performance Rating for the last three (3) rating periods (if employed)
3. Updated Service Records (if employed)
4. Outstanding Accomplishment (meritorious Accomplishment)
5. Transcript of Records/Diploma (Original and Xerox)
6. CS Eligibility
7. Certificate of Specialized Trainings attended e.g. scholarship programs, short courses study grants
8. Certificate of Trainings/Seminar Workshops attended
9. Potential Rating from immediate supervisor (if employed)

Failure to submit required documents on the prescribed date will mean forfeiture of one's right to be considered for the position.

Interview of applicants will be on August 18, 2009 at 8:00 am. at the Division Office Conference Room 3rd Floor.

Immediate and wide dissemination of this Memorandum is desired.

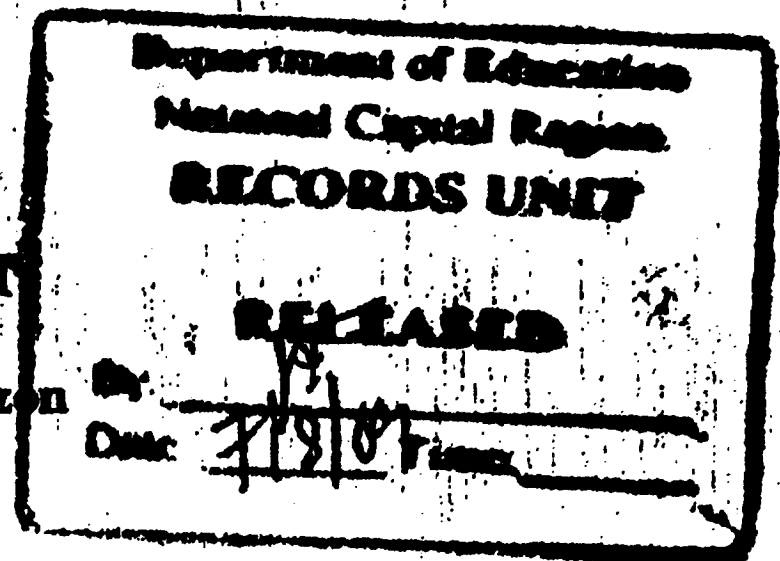

VICTORIA Q. FUENTES
Schools Division Superintendent

**Education Qualifications of Administrative Assistant II (Disbursing Officer II) and
Administrative Assistant III (Bookkeeper)**

Education:	Completion of two (2) years studies in College
Experience:	1 year relevant experience
Training:	4 hours of relevant training
Eligibility:	Career Service (Sub Professional) First Level Eligibility

(Note: Prefer applicants with experience, knowledge and expertise on the position to be filled up)

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON
(DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)



June 6, 2009

Memorandum to-

Schools Division Superintendents

Enclosed is a copy of unnumbered Memorandum of USEC Ramon C. Bacani dated June 26, 2009, relative to the **Allocation of Teaching-Related and Non-Teaching Positions, SY 2009-2010**, which is self-explanatory and for immediate compliance.

In this connection, it is requested that actual deployment report by school, using the BEIS Form, be submitted to this Office (c/o Personnel Unit) on or before July 13, 2009, for consolidation prior to submission to DBM-NCR.

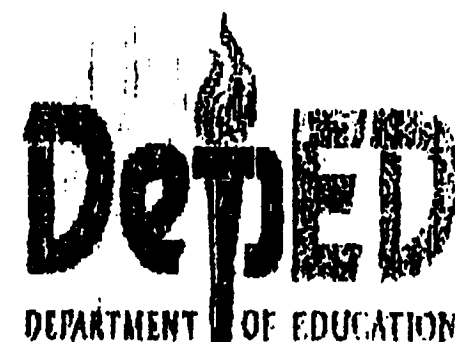
Further, it is directed that divisions who have not submitted deployment of new Teacher I positions (special group) per unnumbered Memorandum of this dated May 18, 2009, to submit the same to this Office ASAP.

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"Character, Competence, Excellence and Distinction"



REPUBLIKANG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City



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MEMORANDUM

For : DepED Regional Directors
Schools Division Superintendents

From : Undersecretary Ramon C. Bacani *R. C. Bacani*

Date : 26 June 2009

Subject : **ALLOCATION OF TEACHING-RELATED AND NON
TEACHING POSITIONS, SY 2009-2010**

We are pleased to inform you that the Department of Budget and Management (DBM) has granted the authority for the creation of the teaching-related and non-teaching positions subject to actual deployment to schools and schools division. The date of effectivity of these items shall not be earlier than June 1, 2009.

The attached tables show the proposed allocation of the teaching-related and non-teaching positions by *schools division* for the items intended for elementary level and by *school* for the secondary level. The following guidelines for the deployment of these various positions should be strictly followed:

1. **Principal I.** Priority shall be given to schools with ten (10) or more teachers. Clustering of schools with less than ten (10) teachers shall also be considered. In the secondary level, a school should likewise have ten (10) teachers to qualify for the position.
2. **Head Teacher I.** Priority shall be given to elementary schools with seven (7) to nine (9) teachers.
3. **Guidance Counselor I.** Secondary schools with big enrolment shall be prioritized (please find the attached list of priority schools).
4. **Senior Bookkeeper and Disbursing Officer II positions.** These items shall be deployed to secondary schools with 20 or more teachers, with a teacher-designated finance personnel and the school should be with fiscal autonomy. (please find attached proposed list of schools).
5. **Librarian I.** Allocated to districts/divisions which have started the operation of Library Hubs.

In this connection, please submit directly to the concerned DBM Regional Offices (DBM-ROs), the actual deployment report of the cited positions.

Meantime, the division offices may commence the processing of appointment papers of the qualified applicants while waiting for DBM-ROs issuance of NOSCAs. Once the NOSCA has been issued by DBM-RO to the respective regional/division offices, appointments may now be issued to the selected qualified applicants. Finally, the profile and assignment of new appointees should be forwarded to the Research and Statistics Division, Office of Planning Service not later than August 30, 2009.

For your information and guidance.

**PROPOSED ALLOCATION OF SR. BOOKKEEPER & DISBURSING OFFICER II
FY 2009**

REGION: NCR (NATIONAL CAPITAL REGION)

Division	Name of School	ALLOCATION		
		Senior Bookkeeper	Disbursing Officer II	TOTAL
CALOOCAN CITY	1 Sampaguita HS		1	1
MAKATI CITY	1 Benigno "Ninoy" Aquino HS	1		1
	2 Gen. Pio del Pilar NHS	1		1
MARIKINA CITY	1 Nangka HS		1	1
MUNTINLUPA CITY	1 Muntinlupa Business HS		1	1
PARANAQUE CITY	1 Paranaque NHS	1		1
PASAY CITY	1 Kalayaan NHS	1		1
PASIG CITY & SAN JOAN	1 Sagad HS		1	1
QUEZON CITY	1 Holy Spirit NHS	1		1
	2 Judge Feliciano Belmonte NHS		1	1
TAGUIG & PATEROS	1 Bagumbayan NHS	1		1
	2 Upper Bicutan NHS	1		1
VALENZUELA CITY	1 Sitero Francisco Memorial NHS	1		1
TOTAL		8	5	13

Sources: Personnel Unit, DepEd NCR

**PROPOSED ALLOCATION OF GUIDANCE COUNSELOR I
FY 2009**

REGION: NCR (NATIONAL CAPITAL REGION)

DIVISION	SCHOOL		Total Enrollment (SY 2008-2009)	Principal	Proposed Allocation
	ID	NAME			
Caloocan City	305376	Amparo HS	3,257	1	1
	305385	Caybiga HS	3,141	1	1
Las Pinas City	305432	Golden Acres NHS	3,234	1	1
Makati City	305409	Gen. Pio del Pilar NHS	3,221	1	1
Malabon-Navotas	305456	Kaunlaran HS	3,558	1	1
Muntinlupa City	305471	Muntinlupa Business HS (Pedro E. Diaz HS - Buli Annex)	3,849	1	1
Pasay City	319601	Kalayaan NHS	3,369	1	1
Pasig City and San Juan	305421	San Joaquin-Kalayaan HS	3,430	1	1
Quezon City	305322	Eulogio Rodriguez, Jr. HS	3,321	1	1
	305338	Maligaya HS	3,092	1	1
Tagig & Pateros	305461	Gen. Ricardo G. Papa, Sr. Memorial HS	3,648	1	1
TOTAL					11

NCR - Guidance Counselor (FY 2009)

Prepared by: RSD-OPS
6:06 PM-6/30/2009

**PROPOSED ALLOCATION OF TEACHING-RELATED AND NON TEACHING POSITIONS
FY 2009**

Region/Division	Principal I			Elementary	Division Office	Secondary		
	Elem	Sec	Total	Head Teacher I	Librarian I *	Guidance Counselor *	Senior Bookkeeper *	Disbursal Officer II
TOTAL NCR	1	1	2		4	11	6	
1 MANILA	-	-	-		1	2	1	
2 QUEZON CITY	-	-	-			2		
3 KALOOKAN CITY	-	-	-		1	1	2	
4 MAKATI CITY	-	-	-			1		
5 LAS PINAS	-	-	-					
6 MARIKINA CITY	-	1	1					
7 MUNTINLUPA	1	-	1		1	1		1
8 PARANAQUE	-	-	-			1	1	
9 PASAY CITY	-	-	-			1		
10 PASIG CITY & SAN JUAN	-	-	-		1			
11 MANDALUYONG CITY	-	-	-			1		2
12 PATEROS & TAGUIG	-	-	-			1		
13 MALABON-NAVOTAS	-	-	-					1
14 VALENZUELA	-	-	-					

Note: * see attached list

Prepared by: RSD-OPS
As of 6/30/2009