



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

July 28, 2011

MEMORANDUM TO:

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

For the information and guidance of the field the Division/Promotion Selection Board for Non-Teaching Personnel will conduct an evaluation/interview of qualified applicants for the following contractual vacant positions in this Division:

<u>Position</u>	<u>Salary/Month</u>
(1) Information System Analyst I	P 13,800.00
(1) Computer Programmer II	P 13,800.00
(1) Local eSkwela Laboratory Mgr.	P 11,035.00
(4) Auxiliary Teacher Librarian	P 12,439.00

In this connection, all interested and qualified applicants are 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 15, 2011**.

1. Personal Data Sheet (CS Form 212)
2. Updated Service Record
3. Certificate of Outstanding Accomplishments
5. Transcript of Records/Diploma
6. Certificate on Seminars/Trainings Attended
7. Performance Ratings (if employed) Two Rating Period
8. Career Service Exam. (Professional/Sub professional) / RA 1080
9. Certification of good moral character from the Barangay where you are presently residing (for new applicants)
10. Cert. of no Pending Administrative Case (if employed and had been employed)

Examination will be on **August 18, 2011, 8:00 a.m.** at the Computer Laboratory Room, 4th floor, Division Office.

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

Interview of applicants will be on **August 24, 2011 from 8:00-4:00 p.m.** at the Division Office Conference Room, 3rd Floor.

Immediate and wide dissemination of this Memorandum is desired.

CORAZON C. RUBIO, CESO VI
Schools Division Superintendent

Local esKwela Laboratory Manager :

1. BS Electronics and Communications Engineering Graduate
2. With three (3) years working experience related to the job
3. Proficient in:
 - Local Area Network Design and Installation
 - WiFi Technology and Wide area Network
 - Troubleshooting and Repair (Hardware and Software)
 - Network Operating System such as Novell Netware 3.xx or higher, Windows 2000 server, Linux.
4. Knowledge in database application is an advantage
5. Career Service Professional or appropriate second level eligibility

Educational Qualifications of Information System Analyst I:

1. Candidate must possess at least a Bachelor's/College Degree in Engineering (Computer/Telecommunication), Computer Science / Information Technology or equivalent.
2. Background in conducting advanced IT trainings (Minimum of certified 40 hours).
3. Minimum of 1 year experience in the systems development field.
4. Minimum of 1 year experience SQL database administration.
5. Career Service Professional or appropriate second level eligibility.
6. Knowledgeable in:
 - SQL scripting
 - Web Graphics and Content Development
 - Flash Programming and Development
 - Knowledge in Active Directory and Domain Controller Environment.
 - Knowledge in Robotics preferred
 - Relative experience in network infrastructure development
 - Knowledge in Linux is an advantage.

Educational Qualification for Computer Programmer II:

1. Candidate must possess at least a Bachelor's/College Degree in Engineering (Computer/Telecommunication), Computer Science / Information Technology or equivalent.
2. With at least two (2) years experience in the systems development field.
3. At least two (2) years experience SQL database administration.
4. Background in conducting advanced IT trainings (Minimum of certified 40 hours).
5. Career Service Professional or appropriate second level eligibility.
6. Knowledgeable in:
 - SQL scripting
 - Web Graphics and Content Development
 - Flash Programming and Development
 - Knowledge in Robotics is an advantage
 - Knowledge in Linux is an advantage.

Educational Qualification for Local esKwela Laboratory Manager:

1. BS Electronics and Communications Engineering Graduate
2. With three (3) years working experience related to the job
3. Proficient in:
 - Local Area Network Design and Installation
 - WiFi Technology and Wide area Network
 - Troubleshooting and Repair (Hardware and Software)
 - Network Operating System such as Novell Netware 3.xxx or higher, Windows 2000 server, Linux.
4. Knowledge in database application is an advantage.
5. Career Service Professional or appropriate second level eligibility.

Educational Qualification for Auxiliary Teacher Librarian:

1. Bachelor's degree in Library Science or Information Science or Bachelor's of Science in Education/Arts major in Library Science.
2. Young, at least 25-35 years of age
3. Licensed Librarian/LET
4. With knowledge in Advanced ICT preferably in e-library automation and managing Library in the electronic environment.