



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

August 25, 2010

MEMORANDUM TO:

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

Please be informed that the Division/Promotion Selection Board for Non-Teaching Personnel will conduct an evaluation/interview of all qualified applicants for the following positions:

	<u>POSITION</u>	<u>SALARY/MONTH</u>
Option 1	(25) Contractual Auxiliary Teacher-Librarian	Php 11,939.00
Option 2	Librarian Aide	Php 8,500.00
	1 Statistician I (City)	Php 14,198.00
	1 Statistician Aide (City)	Php 8,713.00
	1 Information Communication Technology Officer I	Php 15,841.00
	1 Sr. Education Program Specialist (City)	Php 23,703.00
	1 Dentist II (City)	Php 21,969.00

In this connection, all interested and qualified applicants are hereby advised to submit to the Head, Personnel Services Section, this Office, the following documents for evaluation purposes not later than September 15, 2010.

1. Personal Data Sheet (CS Form 212) Revised 2005
2. Medical Certificate (Form 211)
3. Updated Service Record (if employed)
4. Certificate of Outstanding Accomplishments (Original & xerox copies)
5. Transcript of Records (Original & xerox copy)
6. RA 1080 Eligibility/LET
7. Certificate on Seminars/Trainings Attended (if employed)
8. Certificate of good moral character from the barangay where you are presently residing (for new applicants)

Failure to submit the 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 September 17, 2010 from 8:00 a.m. to 4:00 p.m. to be held at the Division Office Conference Room, 3rd Floor.

Immediate and wide dissemination of this Memorandum is desired.

CORAZON C. RUBIO, CESO VI
Asst. Schools Division Superintendent
Officer In-Charge

The qualification for the following positions per CSC Qualification Standard are as follows:

CONTRACTUAL AUXILIARY TEACHER LIBRARIAN

Education: Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science
Experience: None required
Training : None required
Eligibility : RA 1080
In addition, the applicant must be computer literate.

CONTRACTUAL LIBRARIAN AIDE

Education: Elementary School Graduate
Experience : none required
Training : none required
Eligibility : none required (MC 11 s. 96, Cat III)

STATISTICIAN I

Education: Bachelor's degree relevant to the job
Experience: None required
Training: None required
Eligibility: Career Service (Professional)
Second Level Eligibility

STATISTICIAN AIDE

Education: Completion of two (2) years studies in college
Experience: None required
Training: None required
Eligibility: Career Service (Subprofessional)
First Level Eligibility

INFORMATION TECHNOLOGY OFFICER I

Education: Bachelor's degree relevant to the job
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Eligibility: Career Service (Prof.)
Second Level Eligibility

SENIOR EDUCATION PROGRAM SPECIALIST

Education: Bachelor's Degree relevant to the job
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Eligibility: Career Service (Prof.)
Second Level Eligibility

DENTIST II

Education: Doctor of Dental Medicine or Dental Surgery
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: RA 1080