



Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
Quezon City  
SFHS Comp., Nueva Ecija St., Bago Bantay,  
Quezon City



September 8, 2011

**MEMORANDUM TO:**

**Asst. Schools Division Superintendents  
Division/District Supervisors  
Elementary/Secondary School Principals  
Head Teachers and Officers In-Charge  
Chief Administrative Officer  
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 the screening and evaluation of all qualified applicants for the following vacant positions on **September 22, 2011 from 8:00 a.m. to 4:00 p.m.** to be held at the **Division Office Conference Room, 3<sup>rd</sup> Floor.**

<u>PERMANENT ITEM</u>	<u>Salary per Mo.</u>	<u>School/Office</u>
(1) Accountant I*	18,333.00	D. O.
<u>Contractual Item</u>		
(1) Accounting Clerk .	P8,500.00	D. O.
(1) Office Aide (male applicant preferred, can drive a vehicle-with drivers' license)	P7,900.00	Rosa L. Susano Elem. 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 for evaluation purposes not later than September 20, 2011.

1. Personal Data Sheet (CS Form 212) Revised 2005
2. Updated Service Record (if employed)
3. Certificate of Outstanding Accomplishments (Original & xerox copies)
4. Transcript of Records (Original & xerox copy)
5. \*Cert. of Eligibility (R.A. 1080)
6. Certificate on Seminars/Trainings Attended (if employed)
7. 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.*

Immediate and wide dissemination of this memorandum is desired.

**CORAZON C. RUBIO, CESO VI**  
*Schools Division Superintendent*

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