



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

August 13, 2012

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>	<u>Office/School</u>
(1) Comp. Maintenance Tech. I	Php. 11,035.00	ICT Unit
(1) Contractual Electrician	Php. 7,900.00	QC Sci. Interactive Center

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 **September 14, 2012**.

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 **September 17, 2012, 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 **September 18, 2012 from 8:00-4:00 p.m.** at the Basement Quezon City Science Interactive Center.

Immediate and wide dissemination of this Memorandum is desired.

CORAZON C. RUBIO, CESO VI
Schools Division Superintendent

Educational Qualifications of Computer Maintenance Technologist I:

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 advanced computer troubleshooting.
3. At least two (2) years experience in administration and troubleshooting LAN/WAN.
4. Career Service Professional or appropriate second level eligibility.
5. Knowledgeable in:
 - Active Directory and Domain Controller Environment
 - Relative experience in network infrastructure development
 - Knowledge in Linux is an advantage.

Educational Qualifications of Contractual Electrician:

Education : High School Graduate or Completion of relevant Vocational/trade course

Experience : None required

Training : None required

Eligibility : Electrician (Building Wiring)
(-250 volts) (MC 11, s. 96-Cat. I)