



Republic of the Philippines  
Department of Education  
National Capital Region  
**Division of City Schools**  
Nueva Ecija St., Bago Bantay,  
Quezon City, Metro Manila



August 13, 2012

**MEMORANDUM TO:**

TO: Assistant Schools Division Superintendents  
Division/District Supervisors  
Division Chiefs  
PRINSA and PESPA Officers  
Q.C. GAD Focal Person Officers

**CORRIGENDUM TO DIVISION MEMORANDUM  
DATED JULY 9, 2012 – PARALEGAL ORIENTATION**

Due to heavy rains/flood and unexpected calamities the Paralegal Orientation on R.A. 9208, R.A. No. 9262 and R.A. No. 7610 will be re: scheduled on August 23, 2012 at the Q.C. Science Interactive Center Conference Hall.

Participants to this orientation are Division/District Supervisors, Division Chiefs, PRINSA and PESPA Officers and GAD FOCAL PERSON Officers.

Immediate and wide dissemination of this Memorandum to all concerned is desired.

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



Republic of the Philippines  
Department of Education  
National Capital Region  
**Division of City Schools**  
Quezon City, Metro Manila




July 9, 2012

**MEMORANDUM TO:**

Assistant Schools Division Superintendents  
Division/District Supervisors  
Division Chiefs  
Elementary/Secondary School Principals  
Head Teachers and Teachers In-Charge

**PARA LEGAL ORIENTATION ON R.A. 9208 – THE ANTI-TRAFFICKING  
LAW, R.A. NO. 9262 (VAW) AND R.A. NO. 7610 – PREVENTION OF  
VIOLENCE AGAINST CHILDREN.**

1. In response to strengthening the Gender and Development (GAD) mandates particularly on R.A. No. 9208 "Anti-Trafficking Act, R.A. No. 9262" Prevention of Violence Against Woman (VAW) and R.A. No. 7610 "Prevention of Violence Against Children", the division will conduct a one (1) day orientation on August 10, 2012 8:00 AM to 5:00 PM at the Science Interactive Center Conference Hall.
2. The objectives of the orientation are to:
  - a) raise awareness among the participants enabling them to be more responsive to eliminating gender biases.
  - b) provide necessary informations / mechanism to enforce Anti-Trafficking Law, Prevention of Violence Against Woman and Prevention of Violence Against Children.
  - c) address different VAW and Sexual Harassment issues particularly in the workplace.
3. Participants to this orientation are Division / District Supervisors, Division Chiefs, PRINSA, PESPA and GAD Focal Person Officers.
4. Immediate and wide dissemination of this Memorandum is desired.

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



Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
Quezon City, 2<sup>nd</sup> 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) <b>Comp. Maintenance Tech. I</b>	Php. 11,035.00	ICT Unit
(1) <b>Contractual Electrician</b>	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, 4<sup>th</sup> 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)