



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



August 22, 2012

**MEMORANDUM TO:**

**Assistant Schools Division Superintendents  
Division/District Supervisors/Coordinators  
Elementary/Secondary School Principals/Officers-In-Charge  
Chief Administrative Officer  
Heads of Administrative Units  
All employees concerned**

For the information and guidance of the field and in accordance with DepEd Order No. 66, s. 2007, the Division Personnel Selection Board for Non-Teaching Personnel will conduct an evaluation/screening of the following vacant positions on September 13-14, 2012 at 9:00 a.m. at the Division Office BAC Office.

| <u>POSITION</u>  | <u>SALARY GRADE</u> | <u>SALARY</u>   |
|--|---------------------|-----------------|
| Education Program Supervisor (Hekasi & Math – Sec.)        | 22                  | P 42,652.00/mo. |
| Public Schools District Supervisor                         | 22                  | P 42,652.00/mo. |
| Guidance Counselor I                                       | 11                  | P 18,549.00/mo. |
| -do- II  | 12                  | P 19,940.00/mo. |
| -do- II  | 13                  | P 21,436.00/mo. |
| Administrative Assistant III<br>(Flora Ylagan High School) | 9                   | P 16,051.00/mo. |
| Storekeeper III (City Item)                                | 8                   | P14,931.00/mo.  |

For all qualified and interested candidates for said positions, they must submit the following documents to the Head, Personnel Services Section (Original and xerox copies) for authentication on or before September 12, 2012.

1. Personal Data Sheet (CS Form 212) – 2 copies
2. Updated Service Records
3. Performance Rating for the last 3 rating periods (2008-2009/  
2009-2010/2010-2011)
4. Certificate of Outstanding Accomplishments
  - a) Outstanding Employee Award
  - b) Innovations
  - c) Research and Development Project
  - d) Publication/Authorship
  - e) Consultancy/Resource Speaker in Trainings/  
Seminar/ Workshop/Symposia
5. Transcript of Records/Diploma for Masteral or Doctorate Degree
6. Updated PRC License/Certification of Registration from PRC (for EPS & PSDS) /Guidance Counselors' License (for Guidance Counselor Item)  
CSC Report of Rating (Prof. & Sub-prof. for ADAS III and Storekeeper III item )

7. Certification of Seminars/Trainings Attended (conducted for at least three (3) days not credited during the last promotion)
8. Specialized Training e.g. Scholarship Programs, short courses study grants.

Failure to submit the required pertinent documents on September 12, 2012 will mean forfeiture of his/her right to the position.

Please be guided accordingly.



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

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