

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



September 21, 2012

MEMORANDUM TO:

**Asst. Schools Division Superintendents
Division/District Supervisors/Coordinators
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 and in view of the approved exemption on the filling up of vacancies by the Department of Budget and Management, Malacañang, Manila, the Division Personnel Selection Board for Non-Teaching Personnel will conduct the screening and evaluation of all interested and qualified applicants for the following vacant positions at NOH-School for the Crippled Children on **October 11, 2012 from 9:00 a.m. to 12:00 p.m.** to be held at the Quezon City Science Interactive Center, Division of City Schools, Quezon City.

<u>PERMANENT ITEM</u>	<u>Salary Grade</u>	<u>Salary per Mo.</u>
(1) Administrative Aide VI (Storekeeper II)	6	Php 12,921.00/mo.
(1) Nursemaid I	2	Php 9,675.00/mo.

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 **October 10, 2012**.

1. Personal Data Sheet (CS Form 212)
2. Updated Service Record (if employed)
3. Certificate of Outstanding Accomplishments (Original & xerox copies)
4. Transcript of Records (Original & xerox copy)
5. Civil Service Eligibility (Sub-professional-for ADA VI position)
6. Certificate of Computer Literacy
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.

Immediate and wide dissemination of this memorandum is desired.

CORAZON C. RUBIO, CESO VI
Schools Division Superintendent

Educational Qualification for the following positions:

ADMINISTRATIVE AIDE VI - SG 6 - Php 12,921.00/mo.

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

NURSE MAID I - SG 2 - Php 9,675.00/mo.

Education: At least elementary graduate
Experience: none required
Training: none required
Eligibility: none required

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EDUKASYON
DEPARTMENT OF EDUCATION
DepED Complex, Meralco Ave., Pasig City, Philippines



angalawang Kalihim
Office of the Undersecretary

Administration & Finance

DEPARTMENT OF EDUCATION
RECORDS DIVISION

RELEASED
15360
26 JUL 2012

Direct line: 633-9342
Fax: 631-9640
Toll-free: 1-800-1361 to 71 Loc 2007/2221
Website: <http://www.deped.gov.ph>

DEPT. OF EDUCATION
RECORDS UNIT
RECEIVED

BY:
1st Indorsement
19 July 2012 DATE: TIME:

Respectfully referred to the Regional Director, DepEd National Capital Region, Misamis St., Bago Bantay, Quezon City, the attached letter dated 06 July 2012 of Undersecretary Laura B. Pascua of the Department of Budget and Management (DBM), authorizing the filling of one (1) Administrative Aide Vi (Storekeeper II) and one (1) Nurse Maid I position with item nos. ADA6-30061-2004 and NMI-30003-1998 at the National Orthopedic Hospital (NOH) School for Crippled Children.

FRANCISCO M. VARELA
Undersecretary

Encl.: as stated

Personnel/Eat's Files/DBM/Approved Authority

Records DO 8/1/12

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON
(DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St. Bago Bantay, Quezon City)

Department of Education
National Capital Region
RECORDS SECTION

RELEASED

By: 
Date: 

2nd Indorsement
July 30, 2012

Respectfully referred to the Schools Division Superintendent,
Division of Quezon City, Manila, inviting attention to the attached letter
dated July 6, 2012 of USEC Laura B. Paseua of the Department of Budget and
Management, relative to the approved authority to fill one (1) Administrative
Aide VI (Storekeeper II) position with Item No. ADO6-30061-2004 and one (1)
Nurse Maid I position with Item No. NMI-30003-1998 at the National Orthopedic
Hospital (NOH)-School for Crippled Children, that Division.


RIZALINO JOSE T. ROSALES
OIC, Office of the Assistant Regional Director
Officer-In-Charge

ed/cgv

CERTIFIED TRUE XEROX COPY

FLORITO A. GERENA
PRINCIPAL



REPUBLIC OF THE PHILIPPINES

Department of Budget and Management
Malacañang, Manila

JUL 06 2012

DepEd	
Division Office - Finance & Admin.	
Received by	ESL
Date	7/11/12
Time	
Doc. No.	2012-007183

Undersecretary FRANCISCO M. VARELA
Department of Education (DepEd)
DepEd Complex, Meralco Avenue
Pasig City

Sir:

This pertains to two separate (2) requests of the DepEd for authority to fill the following positions, as an exemption from the provisions of EO 356, which prohibit, among others, the filling of regular/permanent/itemized positions for the duration of the agency's rationalization efforts:

No. of Positions	Position Title/SG/Item No.	Area of Deployment
1	Administrative Aide VI (SG 6, ADA6-30061-2004) Steno-typewriter	National Orthopedic Hospital (NOH) - School for Crippled Children, NCR
1	Nurse Maid I (SG 2, NMI-30003-1998)	
1	Accountant I (SG 12, A1-60072-1998)	Narvacan National Central High School, Region I
3	Total	

In the evaluation of the requests, we took into consideration the positions which are deemed necessary in the performance of the vital/core functions of the DepEd, the availability of existing similar filled positions in the units concerned, their consistency with the existing **Organizational and Staffing Standards for DepEd Schools Divisions, Secondary and Elementary Schools**, and the proposed revised standards being prepared by the DBM, in coordination with the DepEd, as well as with the **Rationalization Program's Organization and Staffing Standards and Guidelines**.

In this regard, the filling of *the aforesaid positions* is hereby authorized.

It is understood that the total number of filled positions in the DepEd, except for teaching and teaching-related items, at the start of its rationalization efforts would not be exceeded, funds appropriated for the purpose are sufficient and the action would not entail additional release from the National Government or the realignment of non-Personal Services (PS) funds to PS.

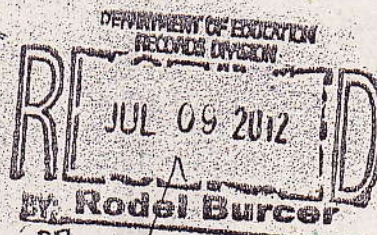
Very truly yours,

Laura B. Pascua
LAURA B. PASCUA
Undersecretary

cc: **Chairman Francisco T. Duque III**
Civil Service Commission
Quezon City

Ms. Elena R. Ruiz
Officer-in-Charge, DepEd National Capital Regional Office
Bago Bantay, Quezon City

Director Ligaya Soledad T. Miguel
DepEd Regional Office I
City of San Fernando, La Union



CERTIFIED TRUE XEROX COPY

Florito J. Serena
FLORITO J. SERENA
PRINCIPAL



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
Nueva Ecija St. Bago Bantay, Quezon City
www.depedqc.ph



September 24, 2012

MEMORANDUM TO:

Assistant Schools Division Superintendents
Division/District /Supervisors
Principals of Public Elementary and Secondary Schools
Teachers in Charge/ Clinic Teachers
Health and Nutrition Section
All Others Concerned

1. Attached is Office Order no 121 Series of 2012 from the Hon. Herbert Constantine M. Bautista, MNSA, MPA dated September **12**, 2012, contents which are self- explanatory for the information and guidance of all concerned.
2. Immediate dissemination of this memorandum is desired.

CORAZON C. RUBIO, CESO VI
Schools Division Superintendent

AUREAM LOPEZ, M.D.
Medical Officer V
Health and Nutrition Section

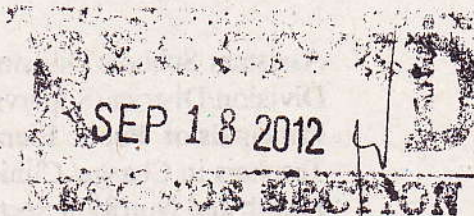


Republic of the Philippines
Quezon City
OFFICE OF THE MAYOR



Herbert M Bautista mpa mnsa

OFFICE ORDER NO 121
Series of 2012



In the exigency of the service and to promote accessible health care services for school children, a **Technical Working Group of the Essential Health Care Program for School Children (TWG-EHCP)** is hereby constituted composed of the head or representative of the following:

Division of City Schools Superintendent - **Lead Agency**
Quezon City Health Department
City Planning and Development Office
Social Services Development Department
Department of Education-NCR

with the following functions:

1. Facilitate communications between the different stakeholders through regular meetings;
2. Submission of regular monthly reports to the Mayor regarding the different aspects of program implementation;
3. Coordinate the sourcing and administration of deworming tablets during scheduled mass deworming;
4. Organize capacity-building activities for health personnel, Barangay health workers and parents groups; and
5. Such other functions that the Office of the Mayor may direct or assign from time to time.

This order shall take effect immediately.

Issued, 12 September 2012, Quezon City