



Republic of the Philippines
Department of Education
Region V (Bicol)

SCHOOLS DIVISION OFFICE OF LIGAO CITY

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MEMORANDUM

TO : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
PSB Committee Members
Elementary and Secondary School Heads
All Others Concerned

0717221

FROM : ²**MARIA LUISA P. SAMANIEGO**
Assistant Schools Division Superintendent
Officer-In-Charge

SUBJECT : **Assessment for Teaching-Related and Non-Teaching Positions**

DATE : July 20, 2017

This is to inform the field Office that Assessment for Teaching-Related and Non-Teaching positions is now open, following the schedule below:

POSITION TITLE	SALARY GRADE	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	No. of Vacancy/ies	Schedule of Ranking
Education Program Supervisor (Filipino) & (TLE-Anticipated vacancy) (CID)	22	2	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	8 hours of relevant training	RA 1080 (Teacher)	1	8/01/2017 8:00 A.M
Education Program Specialist II (M & E) (SGOD)	16	2	Bachelor's Degree in Education or its equivalent	2 years experience in education, research, development, implementation or other relevant experience	4 hours of relevant training	RA 1080 (Teacher), Career Service (Professional) Appropriate Eligibility for Second Level Position	1	8/01/2017 10:00 A.M

POSITION TITLE	SALARY GRADE	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	No. of Vacancy/ies	Schedule of Ranking
Head Teacher III -MAPEH (LNHS)	16	2	Bachelor's Degree in Secondary Education; or Bachelor's Degree with 18 professional education units with appropriate field of specialization	Head Teacher for 2 years; Teacher-In-Charge for 2 years; or Teacher for 5 years	24 hrs. of relevant training	RA 1080 (Teacher)	1	8/01/2017 1:00 P.M
Attorney III (OSDS)	21	2	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080 (Bar)	1	8/01/2017 3:00 P.M

Interested and qualified applicants per above qualification standards are required to submit three (3) sets of authenticated documents which shall be submitted to Personnel Office on or before **July 28, 2017**. Applicants are advised to organize their documents in the order of the requirements below. Original documents shall be brought by the applicants during the schedule of assessment for validation purposes at the **Office of the Assistant Schools Division Superintendent**.

Application Letter
 Personal Data Sheet (CS Form 212, Revised 2017) together with the Work Experience Sheet
 Transcript of Records/ Special Order
 Performance Rating (last 3 rating periods)
 Service Record/ (Certificate of Employment, if employed in private)
 Outstanding Accomplishments
 Certificate of Eligibility
 Certificate of Trainings Attended
 Other relevant documents
 Omnibus Certification of Authenticity and Veracity of Documents

Additional documents will not be entertained during the assessment process. Only the documents submitted on or before the deadline will be evaluated. The PSB will adhere to the NO Shopping of Items Policy.

This Office shall adopt an open ranking system guided by DepEd Order No. 42, s.2007, DepEd Order No. 66, s.2007, and other related issuances.

Expenses relative to the conduct of the said activity will be charged against local funds subject to the usual accounting and auditing rules and regulations.

Immediate and wide dissemination of this memorandum is desired.