



Republic of the Philippines
Department of Education
National Capital Region

SCHOOLS DIVISION OFFICE CITY OF MUNTINLUPA

DIVISION MEMORANDUM

TO : OIC - Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors / Coordinators / District Supervisors
Public Elementary & Secondary School Heads / OICs
Administrative Officers
All Concerned

FROM : Schools Division Superintendent

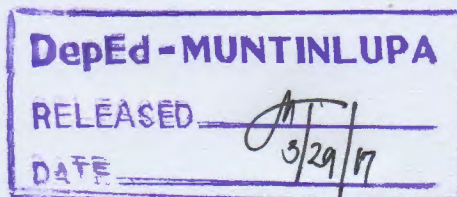
DATE : March 27, 2017

SUBJECT: EXTENSION OF FILLING OF APPLICATIONS FOR VACANT POSITIONS

Attached is DepEd - NCR Unnumbered Memorandum dated March 22, 2017, informing all concerned on the extension of filling of applications of vacant positions until April 10, 2017.

Immediate and wide dissemination of this Memorandum is desired.


MAURO C. DE GULAN, Ed. D.



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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)

23
cf
 MARCH 2017

March 22, 2017

Memorandum to:

Schools Division Superintendents
DepEd-NCR RO Official & Employees
All Others Concerned

Please be informed that the filling of applications for the following positions is extended until April 10, 2017:

- 1 Accountant II (SG-16)
Finance Division
- 1 Accountant I (SG-12)
Payroll Services
- 1 Project Development Officer II (SG-15)
Public Affairs Office
- 1 Administrative Officer IV
Finance Division
- 1 Administrative Officer II (SG-11)
Policy Planning & Research Division
- 1 Administrative Aide VI (SG-6)
Finance Division

Please take note of the attached Qualification Standard.

W. Cabral

WILFREDO E. CABRAL
 Schools Division Superintendent
 OIC, Office of the Assistant Regional Director
 (Chairman, Regional Selection Board)
 OFFICER-IN-CHARGE

PERSONNEL/EPM

DIVISION OFFICE OF CITY SUPERINTENDENT
 RECEIVED _____
 DATE 31/3/17
 TIME 8:15
 CITY OF MUNTINLUPA

Inclosure to unnumbered Memorandum dated February 24, 2017

QUALIFICATION STANDARDS:

ACCOUNTANT II

EDUCATION : Bachelor's degree in Commerce/Business
Administration, major in Accounting
EXPERIENCE : 1 year relevant experience
TRAINING : 4 relevant training
ELIGIBILITY : RA 1080 (CPA Board Exam)

ACCOUNTANT I

EDUCATION : Bachelor's degree in Commerce/Business
Administration, major in Accounting
EXPERIENCE : none required
TRAINING : none required
ELIGIBILITY : RA 1080 (CPA Board Exam)

PROJECT DEVELOPMENT OFFICER II:

EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : 1 year relevant experience
TRAINING : 4 hours relevant training
ELIGIBILITY : CS-Professional/2nd Level Eligibility
Additional Qualification
Knowledge in technical writing/computer literate

ADMINISTRATIVE OFFICER IV: (Budget Officer II)

EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : 1 year relevant experience
TRAINING : 4 hours relevant training
ELIGIBILITY : CS-Professional/2nd Level Eligibility

ADMINISTRATIVE OFFICER II:

EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : 1 year relevant experience
TRAINING : 4 hours relevant training
ELIGIBILITY : CS-Professional/2nd Level Eligibility

ADMINISTRATIVE AIDE VI:

EDUCATION : Completion of two (2) year studies in college
EXPERIENCE : none
TRAINING : none
ELIGIBILITY : CS-Sub Professional