



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

24 JAN 2023

DIVISION MEMORANDUM
No. 52, s. 2023

ANNOUNCING THE VACANCIES FOR NON-TEACHING
POSITIONS IN THE DIVISION OF NEGROS ORIENTAL

TO: OIC – Asst. Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District-In-Charge
Public Elem./Secondary Schools Administrators
Teaching/Non-Teaching Personnel


1. This Office hereby announces the vacancies for non-teaching positions for financial, administrative, medical and senior high schools.
2. Enclosed is the list of vacancies and the minimum qualification requirements for each position as per Civil Service Commission Qualification Standards (as amended 2017).
3. The Department of Education Division of Negros Oriental adheres to the Equal Employment Opportunity Principle. All interested and qualified applicants regardless of sex or gender orientation, age, civil status, religious affiliation, national origin, disability status, ethnicity or any other characteristics protected by law should signify their interest in their application letter together with complete documentary requirements in **one (1) folder following the color coding** with proper tabbing, arranged as listed below, on or before **February 10, 2023** at DepEd-Negros Oriental Schools Division Office to be received at the Records Section:
 - a) Checklist of Requirements with Omnibus Certification and Waiver (Enclosure 2);
 - b) Letter intent addressed to the Schools Division Superintendent
 - c) Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet;
 - d) Photocopy of Certificate of Eligibility/Rating/License;
 - e) Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
 - f) Photocopy of Certificates of Training;
 - g) Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record;
 - h) Photocopy of three (3) recent Performance Rating (CY 2020, 2021 and 2022) covering one (1) year performance per rating;
 - i) Other documents as may be required.
4. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.




Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address:negros.oriental@deped.gov.ph

5. Criteria for selection is based on DepEd Order No. 66, s. 2007 under the Non-Teaching Group, Level 1 & 2 Position.
6. All applications and further documents submitted beyond February 10, 2023 will **not** be accepted.
7. Written examination and interview of qualified applicants for the vacant positions shall be announced in a separate memorandum.
8. For any inquiries and clarification, please visit Ms. Jian A. Diaz, HRMO at the Personnel Section or contact her at (035)422-0267.
9. It is desired that this Memorandum be given widest dissemination.

By Authority of the OIC, Office of the Schs. Division Supt.:


LANI B. YURONG
Administrative Officer V
Officer-in-Charge

SPP/NLR-MKP-JMA/AdS/LBY/jcadiante
January 24, 2023 



Address:Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
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LIST OF VACANCIES FOR NON-TEACHING POSITIONS
(For Financial, Administrative, Medical and Senior High Schools)

No.	Position Title	SG	Level	Code	Station/City/Municipality	Qualification Requirements			
						Education	Experience	Training	Eligibility
FINANCIAL									
8	Administrative Assistant III	9	1	Purple	La Libertad, Jimalalud, Tayasan, Ayungon, Mabinay, Sta. Catalina, Valencia, Siaton, Zamboanguita	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprof.) First Level Eligibility
3	Administrative Assistant II	8	1	Yellow	La Libertad, NOHS, Mabinay NHS	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprof.) First Level Eligibility
ADMINISTRATIVE									
4	Administrative Aide VI	6	1	Yellow Green	Division of Negros Oriental	Completion of two years studies in college	None required	None required	Career Service (Subprof.) First Level Eligibility
2	Administrative Officer II	11	2	Orange	Mabinay II, Siaton IV	Completion of two years studies in college	None required	None required	Career Service (Subprof.) Second Level Eligibility
MEDICAL									
3	Dentist II	17	2	Red	Division of Negros Oriental	Doctor of Medicine or Dental Surgery	1 year of relevant experience	4 hours of relevant training	RA 1080
1	Nurse II	15	2	Red	Division of Negros Oriental	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080
SENIOR HIGH SCHOOL									
1	Administrative Officer II	11	2	Orange	Jimalalud NHS	Bachelor's Degree relevant to the job	None required	None required	Career Service (Prof.) Second Level Eligibility
1	Registrar I	11	2	Brown	Ayungon NHS	Bachelor's Degree relevant to the job	None required	None required	Career Service (Prof.) Second Level Eligibility
9	Administrative Assistant II	8	1	Yellow	Tambo NHS, Panciao HS, LLTVS, Pacuan NHS, Tubigon HS, Dobdob HS, Pulangbato HS, Mabinay NHS, F. Alanano MHS,	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprof.) First Level Eligibility

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HR Office/Subcommittee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item No. 9 is not relevant to the position to be filled			
k. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
l. Checklist of Requirements and Omnibus Certification/Waiver (Annex C)			
m. Other documents as may be required			

OMNIBUS SWORN STATEMENT

CERTIFICATION ON AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Attested:

 Human Resource (HR) Office / Subcommittee

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing, and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.