



MAR 04 2015

DIVISION MEMORANDUM
No. 136, s. 2015

**ANNOUNCING THE SCREENING OF APPLICANTS FOR POSITION ITEMS CREATED
UNDER THE APPROVED DEPED RATIONALIZATION PLAN**

To: Assistant Superintendent
Education Supervisors/Coordinators
District Supervisors/OICs/Caretakers
Elementary and Secondary School Heads

1. The field is hereby informed that the Office is now accepting applicants for the different position items created in connection with the implementation of Rationalization Plan of DepEd, pursuant to Executive Order No. 366.
2. The newly-created items are the following, to wit:

Position	Salary Grade	Station	Qualification Standard
Chief Education Supervisor	24	Division Office	Pls. refers to CSC Qualification Standards Manual (1997) and DepEd Order No. 50, s. 2014
Public Schools District Supervisor	22	Division Office	
Attorney III	21	Division Office	
Accountant III	19	Division Office	
Engineer III	19	Division Office	
Information Technology Officer I	19	Division Office	
Senior Educ. Program Specialist	19	Division Office	
Administrative Officer V	18	Division Office	
Planning Officer III	18	Division Office	
Educ. Program Specialist II	16	Division Office	
Administrative Officer IV	15	Division Office	
Librarian II	15	Division Office	
Project Dev't Officer II	15	Division Office	
Legal Assistant I	10	Division Office	
Administrative Assistant III	09	Division Office	
Administrative Assistant II	08	Division Office	
Administrative Assistant 1	07	Division Office	
Administrative Aide VI	06	Division Office	
Administrative Aide IV	04	Division Office	

3. Qualified applicants are directed to submit the following documents on or before April 6, 2015 at the Human Resource Section of this Division (Attention: Mr. Rejie Gonzaga, HR Designate):

- a. CSC Form 212
- b. Certified photo copy of Transcript of Records
- c. Certified photo copy of Service Records (for applicants with experience)
- d. Certified photo copy of Performance Rating for the last three rating period (for applicants with experience)
- e. Endorsement Letter from Head of Office (for applicants who are currently employed)
- f. Certified photo copy of latest Appointment
- g. Certified photo copies of Certificate of in-service trainings / seminars / workshops attended
- h. Certified photo copies of Awards / Certificate of Recognition/ and other similar citations

4. Interviews will be conducted on the following schedule:

Positions	Date	Venue
Chief Education Supervisor Education Program Supervisor Public Schools District Supervisor	April 7, 2015	BAC Office
Attorney III, Accountant III, Engineer III, Information Technology Office 1, Senior Program Specialist, Administrative Officer V	April 8, 2015	BAC Office
Planning Officer III, Education Program Specialist II, Administrative Officer IV, Librarian II	April 9, 2015	BAC Office
ADAS-III, ADAS-II, ADAS-I, Admin Aide VI, Admin. Aide IV	April 10, 2015	BAC Office

5. Immediate and wide dissemination of this Memorandum is directed.

ARDEN D. MONISIT, ED.D.
Schools Division Superintendent

ADM/rng15

Telephone Numbers:

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	(032) 520-3216 loc 102 or Fax /tel. no. 236-4628	(Mr. Roseller Gelig)
Accounting Section:	(032) 254-2632	(Mrs. Gervacia Sanchez)
Disbursing Section:	(032) 255-4401	(Ms. Ma. Teresa Peralta)
Admin/Legal:	(032) 253-7847	(Mr. Jeremy Denampo)