

July 24, 2019

DIVISION MEMORANDUM  
No. 436, s. 2019

**INVITATION FOR VACANT POSITIONS AT THE REGIONAL OFFICE**

To: Assistant Schools Division Superintendents  
CID and SGOD Chiefs  
CID and SGOD Personnel  
Public Schools District Supervisors  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. Hereto attached is Regional Memorandum No. 0382, s. 2019 dated July 19, 2019 announcing the opening of vacant positions for the information and guidance of all concerned.
2. Please refer to the attached documents for further details.
3. Immediate dissemination of this MEMORANDUM is desired.

  
**RHEA MAR A. ANGTUD, Ed. D. CESO VI**  
Schools Division Superintendent

0626745A

*Dr. Ramon*



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
REHIYON VII, GITNANG VISAYAS  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



JUL 19 2019

REGIONAL MEMORANDUM  
No. 0382, s. 2019

INVITATION FOR VACANT POSITIONS

To: Schools Division Superintendents/Officers-in-Charge  
Assistant Schools Division Superintendents/Officers-in-Charge  
Regional Functional Division Chiefs  
Division CID/SGOD Chiefs  
All Other Concerned

1. This Office hereby announces the opening of vacant positions in the Department of Education Regional Office VII, as follow:

No.	Position Title	Qualification Standards				Place of Assignment
		Education	Training	Experience	Eligibility	
1	Medical Officer IV	Doctor of Medicine	4hrs relevant training	1 yr relevant experience	RA 1080 of Medicine	ESSD
2	Education Program Supervisor	Master's Degree in Education or other related Master's Degree with specific area of specialization	8 hrs relevant training	2 yrs as Principal or 2 yrs as Head Teacher or 2 yrs as Master Teacher	PBET/LET	QAD
3	Administrative Assistant I (Preferably ICT Literate)	College level or high school or elementary graduate with relevant vocational/trade course	None required	None required (however, with preference on clerical and ICT works experience)	Career Service First Level/Subprofessional Eligibility or Eligibility under CSC MC 11, 1996	QAD
4	Administrative Assistant I (Preferably ICT Literate)	College level or high school or elementary graduate with relevant vocational/trade course	None required	None required (however, with preference on clerical and ICT works experience)	Career Service First Level/Subprofessional Eligibility or Eligibility under CSC MC 11, 1996	ASD
5	Administrative Aide VI (Preferably ICT Literate)	College level or high school or elementary graduate with relevant vocational/trade course	4 hours of relevant training	1 yr relevant experience (however, with preference on clerical and ICT works experience)	Career Service First Level/Subprofessional Eligibility or Eligibility under CSC MC 11, 1996	ASD
6	Accountant III	Bachelor's Degree in Commerce/Business Administration Major in Accounting	8 hrs of relevant training	2 years relevant experience	RA 1080 (Certified Public Accountant)	FD

2. Interested qualified applicants (only those who meet all the performance rating, educational, experience, training, and civil service eligibility requirements indicated in the qualifications standards) are to submit to the PSB Secretariat through the Regional Office Records Section, 2 long folders with original and machine copies, respectively, of the following documents (labeled and arranged as listed) on or before August 2, 2019:

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321


"EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"



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- 2.1 Application Letter/Letter of Intent
  - 2.2 Accomplished Applicant Information Template (see enclosure #1)
  - 2.3 Accomplished CSC Form 212 (revised)/Personal Data Sheet (PDS)
  - 2.4 Performance rating for the last 3 rating periods (should be at least Very Satisfactory and with numerical equivalents)
  - 2.5 Satisfactory and with numerical equivalents)
  - 2.6 Service Record (Experience related to the duties and functions of the position applied) with supporting Designation/Assignment Order
  - 2.7 Certificates/Evidences of Awards/Outstanding/Meritorious Accomplishments/Recognition
  - 2.8 Educational Record (Transcript of Records, including supporting Certifications)
  - 2.9 Certificates of Training/Seminars (at least 3-day duration) attended which have not been claimed in the latest promotion including Scholarship Programs, Short Courses, Study Grants, and Chairmanship/Co-chairmanship in a Technical/ Planning Committee
3. Submitted machine copied document which is not supported by its original copy shall not be given merit. The two (2) folders shall be labeled separately to conveniently identify the original copies from the machine copies which will be mounted following the sequence of the above-arranged set of documents.
4. Only those applicants who meet the minimum requirements are considered eligible and shall undergo selection process. Such eligibility shall be determined by the Personnel Selection Board *en banc*, based on the qualification standards of the position applied, during the prequalification process. Eligible applicants will be notified through their mobile phone numbers indicated in their accomplished Information Template. In default of such notice, an applicant is deemed disqualified.
5. Wide dissemination of this Memorandum is desired.

  
SALUSTIANO T. JIMENEZ LLB, EdD, CESO V  
Director II  
OIC, Office of the Regional Director

ASD/PSB SECRETARIAT

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Enclosure # 1

**RO7 APPLICANT INFORMATION TEMPLATE**

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_  
 Mobile No. : \_\_\_\_\_

Educational Qualifications						
Degree	Name of Degree	Graduated		CAR?		If No, No. of units
		Yes	No	Yes	No	
Bachelor						
Masteral						
Doctoral						

Work Experience					
	Position/Designation	Name of Office/Institution/ Company/Enterprise	Length of Service		
			Years	Months	Days
1					
2					
3					
4					

Relevant Training									
Title of Training	Sponsored By	Level							
		Internal	National	Region	Division	District	School	Others (specify)	
1									
2									
3									
4									
5									

Latest Performance Rating: \_\_\_\_\_ Eligibility: \_\_\_\_\_

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