



TO: Asst. Schools Division Superintendent
Education Program Supervisors
District Supervisors
School Heads/Officers-in-Charge
Teaching and Non-Teaching Personnel
Others Concerned

DATE: August 9, 2016

SUBJECT: Vacancies for Various Non-Teaching Positions in the Senior High School

This Division hereby announces the vacancies for Non-Teaching positions in the Senior High School with the following Qualifications Standards:

1. Assistant School Principal II - 3 items

Education: Bachelor degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education
Experience: 2 years of relevant experience
Training: 8 hours of relevant training
Eligibility: RA 1080 and Principals' Test passer

2. Nurse II – 1 item

Education: Bachelor of Science in Nursing
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: RA 1080

3. Administrative Officer II – 1 item

Education: Bachelor's degree
Experience: None required
Training: None required
Eligibility: Career Service (Professional) Second Level Eligibility

4. Project Development Officer I – 2 items

Education: Bachelor's degree relevant to the job
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Professional) Second Level Eligibility

5. Registrar I – 1 item

Education: Bachelor's degree
Experience: None required
Training: None required
Eligibility: Career Service (Professional) Second Level Eligibility

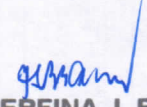
6. Administrative Assistant II – 10 items

Education: Completion of 2 years studies in college
Experience: 1 year of relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Subprofessional) First Level Eligibility

For the general functions of these positions, please refer to DepEd Order No. 19, s. 2016 otherwise known as "*Guidelines on the Organizational Structures and Staffing Patterns of Stand-Alone and Integrated Public Senior High Schools.*"

Applicants are advised to submit the documentary requirements as contained in DepEd Order No. 42, s. 2007 for School Head positions and DepEd Order No. 66, s. 2007 for non-teaching positions in 3 folders on or before **August 31, 2016** to the Division Personnel Unit.

Immediate dissemination is hereby advised to all concerned.


FROSERFINA J. BRAVO
Officer-In-Charge
Office of the Schools Division Superintendent