MEMORANDUM

To: District Supervisors
   School Principals (Elementary/Secondary)
   All Others Concerned

From: TARCILA P. JAVIER, CESO V
      Schools Division Superintendent

Date: December 05, 2014

Re: Ranking for vacant positions:

Under the OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT:
1) Attorney III
2) Accountant III

Under the Office of CURRICULUM IMPLEMENTATION DIVISION:
1) Chief Education Supervisor
2) Education Program Specialist II (Instructional Management)
3) Project Development Officer-LRMRDS
4) Education Program Specialist II (Instructional Management)

Under the Office of GOVERNANCE AND OPERATION DIVISION:
1) Chief Education Supervisor
2) Senior Education Program Specialist (School Management M & E)
3) Education Program Specialists II (School Management M & E)
4) Senior Education Program Specialist (Social Mobilization And Networking)
5) Education Program Specialists II (Social Mobilization And Networking)
6) Project Development Officer II (Social Mobilization And Networking)
7) Senior Education Program Specialist (Human Resource Development)
8) Education Program Specialists II (Human Resource Development)

In view of the approved Dep-Ed Rationalization Plan, there will be an open ranking for the following positions:

Under the OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT:
1) Attorney III
2) Accountant III

Under the Office of CURRICULUM IMPLEMENTATION DIVISION:
1) Chief Education Supervisor
2) Education Program Specialist II (Instructional Management)
3) Project Development Officer-LRMRDS
4) Education Program Specialist II (Instructional Management)

Under the Office of GOVERNANCE AND OPERATION DIVISION:
1) Chief Education Supervisor
2) Senior Education Program Specialist (School Management M & E)
3) Education Program Specialists II (School Management M & E)
4) Senior Education Program Specialist (Social Mobilization And Networking)
5) Education Program Specialists II (Social Mobilization And Networking)
6) Project Development Officer II (Social Mobilization And Networking)
7) Senior Education Program Specialist (Human Resource Development)
8) Education Program Specialists II (Human Resource Development)
There will be an open ranking for the following positions:

<table>
<thead>
<tr>
<th>POSITION</th>
<th>SG / JG</th>
<th>EDUCATION</th>
<th>EXPERIENCE</th>
<th>TRAINING</th>
<th>ELIGIBILITY</th>
<th>RECOMMENDED ADDITIONAL REQUIREMENT</th>
<th>PREFERRED QUALIFICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATTORNEY III</td>
<td>21 2</td>
<td>Bachelor of Laws</td>
<td>1 year relevant experience</td>
<td>4 hours of relevant training</td>
<td>RA 1080 (Bar)</td>
<td></td>
<td>Must be a computer expert / computer literate</td>
</tr>
<tr>
<td>ACCOUNTANT III</td>
<td>19 2</td>
<td>Bachelor's Degree in Commerce / Business Administration Major in Accounting</td>
<td>2 years relevant experience</td>
<td>8 hours of relevant training</td>
<td>R.A. 1080 (CPA)</td>
<td></td>
<td>Must be a computer expert / computer literate</td>
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<tr>
<td>CHIEF EDUCATION SUPERVISOR (1 SGOD) (1 CID)</td>
<td>24 2</td>
<td>Masters degree in Education or other relevant Master's degree</td>
<td>4 years relevant experience involving management and supervision</td>
<td>24 hours training in management and supervision / 8 hours of relevant training</td>
<td>RA 1080 (teachers) Suggestion: other than licenses such as engineering, medicine, dentistry or nursing</td>
<td>Experience in the public school system preferred</td>
<td>Must be an EPS</td>
</tr>
<tr>
<td>EDUCATION PROGRAM SPECIALIST II (3 SGOD) (2 CID)</td>
<td>16 2</td>
<td>Bachelor's degree in Education or its Equivalent</td>
<td>2 year experience in Education, research, development, implementation or other relevant experience</td>
<td>4 hours of relevant training</td>
<td>RA 1080 (Career Service-Professional) Eligibility for Second Level Position</td>
<td></td>
<td>Must be a computer expert / computer literate</td>
</tr>
<tr>
<td>SR. EDUCATION PROGRAM SPECIALIST PROGRAM SPECIALIST (3 SGOD)</td>
<td>19 2</td>
<td>Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job</td>
<td>2 year experience in education, research, development, implementation or other relevant experience</td>
<td>8 hours of relevant training</td>
<td>RA 1080 (Career Service-Professional) Appropriate Eligibility for Second Level Position</td>
<td></td>
<td>Must be a computer expert / computer literate</td>
</tr>
<tr>
<td>PROJECT DEVELOPMENT OFFICER II (1 SGOD) (1 CID)</td>
<td>15 2</td>
<td>Bachelor's degree relevant to the job</td>
<td>1 year relevant experience</td>
<td>4 hours of relevant training</td>
<td>RA 1080 Career Service-Professional) Eligibility for Second Level Position</td>
<td>Basic knowledge in computer operation such as Microsoft Office, Excel, PowerPoint, use of the internet</td>
<td>Must be a computer expert / computer literate</td>
</tr>
</tbody>
</table>
The ranking shall be held at Dep-Ed Division Conference Hall, Balanga City on December 15, 2014, Monday, 8:30 a.m.; Dep-Ed Order No. 66, Series of 2007 entitled Revised Guidelines on the Appointment and Promotion of other Teaching and Non-teaching Positions will be the basis of ranking.

All interested applicants are enjoined to submit the following documents relative for the filling up of the aforementioned items to the Administrative Officer not later than December 12, 2014; Friday, 5:00 p.m.

1.) Transcript of Records
2.) Civil Service Eligibility
3.) Performance Rating (Last 3 Ratings)
4.) Outstanding Accomplishments
5.) Certificate of Employment
6.) Trainings, Seminars

Immediate and wide dissemination of this Memorandum is desired.

PCC/vfP
Vacancies 20141205