

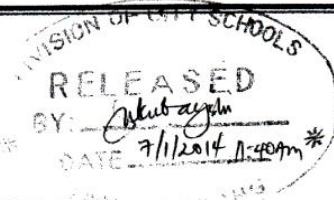


Republic of the Philippines
 Department of Education
 National Capital Region
DIVISION OF CITY SCHOOLS
 City of Mandaluyong

Tel. no. 533-60-85 Fax. no.532-71-17
 E-Mail Address: depedmandaluyong@gmail.com
 Official Website: depedmandaluyong.wordpress.com



Division Memorandum No. 23, s. 2014



Date : June 27, 2014

Memorandum To : Assistant Schools Division Superintendent/PSB Chair
 Education/District Supervisors
 Principals, Elementary and Secondary Schools
 Administrative Officer-V
 Section Chiefs

Subject : **RECRUITMENT, SELECTION AND SCREENING FOR NEWLY
 CREATED POSITIONS UNDER APPROVED RATIONALIZED
 STAFFING PATTERN**

1. The field is hereby informed that the recruitment, selection and preliminary screening (pre-Notice of Staffing and Cash Allocation) per item no. 3 of Civil Service Commission-Memorandum Circular No. 3, s. 2014 for the newly created positions under the Approved Rationalized Staffing Pattern are now officially open to all interested applicants within and outside of this Office, to wit:

POSITIONS	SG	TOTAL ITEMS	SPECIFIC TASKS/ UNIT/ AREA OF ASSIGNMENT
I. OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT			
Attorney III	21	1	
Information Technology Officer I	19	1	
Administrative Officer V	18	1	Budget Officer
Accountant III	19	1	
Administrative Officer IV	15	3	1-Personnel Unit 1-Cashiers Unit 1-Property Unit
Administrative Assistant III	9	1	SDS Office
Administrative Assistant II	8	2	Bookkeeper
Administrative Assistant I	7	1	Accounting Clerk-I
Administrative Aide VI	6	7	1-SDS; 1-ASDS; 1-ADMIN. GS; 1-AD
Administrative Aide IV	4	1	SDS Office
II. CURRICULUM IMPLEMENTATION DIVISION			
Chief Education Supervisor	24	1	
Education Program Supervisor	22	1	Learning Resource Management
Public Schools District Supervisor	22	8	
Education Program Specialist II	16	2	Alternative Learning System
Project Development Officer II	15	1	Learning Resource Management
Librarian II	15	1	Library Hub
Administrative Aide VI	1	1	
III. SCHOOLS GOVERNANCE AND OPERATIONS DIVISION			
Chief Education Supervisor	24	1	
Education Program Supervisor	22	1	
Senior Education Program Specialist	19	4	1-School Management Monitoring and Evaluation (SBM) 1- School Mobilization and Networking 1-Human Resource Development 1-Planning
Engineer III	19	1	

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POSITIONS	SG	TOTAL ITEMS	SPECIFIC TASKS/ UNIT/ AREA OF ASSIGNMENT
Health Education and Promotion Officer III	18	1	
Planning Officer III	18	1	
Dentist II	16	2	
Education Program Specialist II	16	3	1-School Management Monitoring and Evaluation
			1- School Mobilization and Networking
			1-Human Resource Development
Project Development Officer II	15	1	Social Mobilization (DRRM)

2. Please refer to the attached enclosures for the minimum qualifications standards of the aforementioned positions.

3. Interested applicants who meet the minimum qualifications are requested to submit their application letter together with the following credentials c/o Personnel Unit on or before, **July 16, 2014**, to wit:

1. Personal data Sheet (CSC Form 212) or Resume
2. Copy of Career Service Eligibility Rating
3. Updated Copy of Service Record or Certification of Employment
4. Performance Appraisal for the last three (3) Rating Periods
5. Transcript of Records
6. Certificates of Seminars/Training Attended (at least 3 days)
7. Specialized Training Certificates, e.g. scholarship programs, short courses, study grants
8. Certification of Outstanding Accomplishments


4. Qualified applicants for the said positions shall be assessed based on the criteria set forth in the DepEd Order No. 66, s. 2007 re: **"Revised Guidelines on Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions,"** to wit:

CRITERIA	POINTS		
	Teaching and Related Teaching Group	Non-Teaching Positions	
		Level-I	Level-II
Performance	35	35	35
Experience	5	5	5
Outstanding Accomplishments (Meritorious Accomplishments)	20	20	20
Education	25	25	25
Training	5	5	5
Psycho-social attributes	5	5	5
Potential	5	5	5
TOTAL -	100	100	100

Principals are enjoined to post copy of this Memorandum in the three (3) conspicuous places in the school to attract more applicants for wide selection.

Appointment of the qualified candidates for each position shall be issued once the NOSCA has been released by the Department of Budget and Management.

Immediate and wide dissemination of this Memorandum is desired.


 EVANGELINE P. LADINES
 Schools Division Superintendent

POSITIONS	SG/ JG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
ATTORNEY III	21	2	Bachelor of Law	1 year of relevant experience	4 hours of relevant training	RA 1080 (Bar)
ACCOUNTANT-III	19	2	Bachelor's degree in Commerce/ Business Administration major in Accounting	2 years relevant experience	8 hours of relevant training	RA 1080 (CPA)
ADMINISTRATIVE AIDE-IV	4	1	Completion of two-year studies in college	None required	None required	CSC SubProf; 1st Level Eligibility
ADMINISTRATIVE AIDE-VI	6	1	Completion of two-year studies in college	None required	None required	CSC SubProf; 1st Level Eligibility
ADMINISTRATIVE ASSISTANT-I (ACCOUNTING CLERK-I)	7	1	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	CSC SubProf; 1st Level Eligibility
ADMINISTRATIVE ASSISTANT-II (BOOKKEEPER)	8	1	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	CSC SubProf; 1st Level Eligibility
ADMINISTRATIVE ASSISTANT-III	9	1	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	CSC SubProf; 1st Level Eligibility
ADMINISTRATIVE OFFICER-IV	15	2	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	CSC Prof; 2nd Level Eligibility
ADMINISTRATIVE OFFICER-V (BUDGET OFFICER-III)	19	2	Bachelor's degree relevant to the job	2 years relevant experience	8 hours of relevant training	CSC Prof; 2nd Level Eligibility
CHIEF EDUCATION PROGRAM SUPERVISOR	24	2	Master's Degree in Education	4 years of relevant experience involving management and supervision	24 hours of relevant training	RA 1080 (Teacher)
DENTIST-II	16	2	Doctor of Dental Medicine or Dental Surgery	1 year of relevant experience	4 hours of relevant training	RA 1080 (Dentist)
EDUCATION PROGRAM SPECIALIST-II	16	2	Bachelor's degree in Education or its equivalent	2 years experience in education research, development, implementation or other relevant experience	4 hours of relevant training	CSC Prof; Teacher/ 2nd Level Eligibility
EDUCATION PROGRAM SUPERVISOR	22	2	Master's Degree in Education or other relevant Master's Degree with specific area of specialization	2 years as Principal or 2 years as Head Teacher or 2 years as Master Teacher	8 hours of relevant training	RA 1080 (Teacher)
ENGINEER-III	19	2	Bachelor's degree in Engineering relevant to the job	1 year of relevant experience	4 hours of relevant training	RA 1080
HEALTH EDUCATION AND PROMOTION OFFICER-III	18	2	Completion of academic requirements for a master's degree with health or other related courses as area of specialization	2 years experience in health education/ promotion activities or other related work	8 hours of relevant training	RA 1080; CSC Prof; 2nd Level Eligibility

8

POSITIONS	SG/ JG	LEVEL	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
INFORMATION TECHNOLOGY OFFICER-I	19	2	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CSC Prof; 2nd Level Eligibility
LIBRARIAN-II	15	2	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/ Arts major in Library science	1 year of relevant experience	4 hours of relevant training	RA 1080
PLANNING OFFICER-III	18	2	Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CSC Prof; Teacher/ 2nd Level Eligibility
PROJECT DEVELOPMENT OFFICER-II	15	2	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CSC Prof; Teacher/ 2nd Level Eligibility
PUBLIC SCHOOL DISTRICT SUPERVISOR	22	2	Bachelor's degree in Education or its equivalent with a major or minor, or Bachelor's degree in Arts and Science wit at least ten (10) units in professional education	2 years of relevant experience	8 hours of relevant training	CSC Prof; Teacher/ 2nd Level Eligibility
SENIOR EDUCATION PROGRAM SPECIALIST	19	2	Bachelor's degree in Education or its equivalent and completion of academic requirements for Master's degree relevant to the job	2 years experience in education research, development, implementation or other relevant experience	8 hours of relevant training	CSC Prof; Teacher/ 2nd Level Eligibility