



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

June 17, 2019

DIVISION MEMORANDUM

No. 949, s. 2019

**ANNOUNCING THE VACANT POSITION FOR
ADMINISTRATIVE AIDE VI**

To : OIC – Asst. Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District -In-Charge
Public Elem./Secondary Schools Administrators
Teaching/Non-Teaching Personnel

1. This Office hereby announces the vacancy for the position of **Administrative Aide VI (SG 6)** with the following minimum qualification requirements:

<i>Education</i>	:	Completion of two year studies in college
<i>Experience</i>	:	None required
<i>Training</i>	:	None required
<i>Eligibility</i>	:	Career Service (Subprof); First Level Eligibility

2. Interested applicants are requested to submit the following pertinent papers to the Office of the Schools Division Superintendent:

- Personal Data Sheet
- Certificate of Eligibility
- Official Transcript of Records
- Certificate of trainings/seminars/scholarship grant attended
- Outstanding/Meritorious accomplishments
- Performance Rating (*3 rating periods*)
- Service Record/Certificate of Employment

DepEd Order No. 66, s. 2007 shall be the basis for evaluation of these papers.
Deadline for submission is on **July 1, 2019**.

3. Immediate dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS, Ph.D., CESO V
Schools Division Superintendent
6/17/19

WDB/lby/jc

7 JUN 2019