



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

November 5, 2019

DIVISION MEMORANDUM

No. 742, s. 2019

**ANNOUNCING THE VACANT POSITION FOR  
ADMINISTRATIVE OFFICER IV (CASHIER)**

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 Officer IV (SG 15)** with the following minimum qualification requirements:

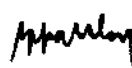
*Education* : Bachelors degree relevant to the job  
*Experience* : one (1) year relevant experience  
*Training* : four (4) hours of relevant training  
*Eligibility* : Career Service Professional (Second Level Eligibility)

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

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

**DepEd Order No. 66, s. 2007** shall be the basis for evaluation of these papers. Deadline for submission is on **November 22, 2019** (**additional documents** after the deadline will **NOT** be accepted).

3. Immediate dissemination of this Memorandum is desired.

  
**SENEN P. PAULIN, CESO V**  
Schools Division Superintendent *SP*