

**Division Memorandum**  
No. 027s. 2016

**HIRING, SELECTION, RECRUITMENT OF APPLICANTS TO VACANT POSITIONS  
IN THE SCHOOLS DIVISION OFFICE OF ANTIPOLO CITY**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads/Principals/TICs/OICs  
All concerned

1. This Office announces the hiring, selection, and recruitment of applicants to vacant positions in the Schools Division Office of Antipolo City.

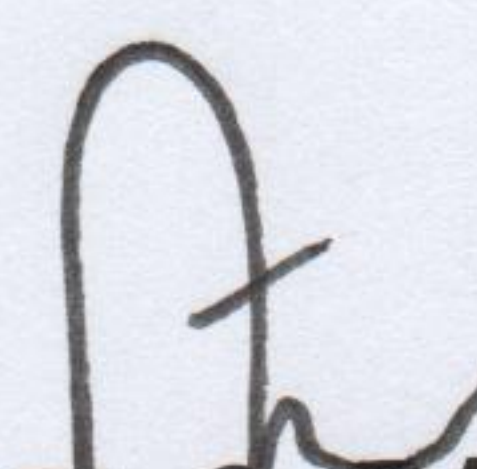
| Position                                     | Salary Grade | Education  | Experience   | Training                  | Eligibility | Skills            |
|--|--------------|--|--|---------------------------|-------------|-------------------|
| Education Program Supervisor (SGOD) (1 item) | 22           | Master's degree in education or other relevant Masters degree with specific area of specialization | 2 years as principal; 2 years as head teacher; 2 years as master teacher | 8 hours relevant training | RA 1080     | Computer Literate |
| Attorney III (1 Item)                        | 21           | Bachelor of Laws   | 1 year relevant experience   | 4 hours relevant training | RA 1080     |                   |

3. All qualified and interested applicants are invited to submit to the Office of the Human Resource, DepEd Antipolo City, C. Lawis Extension, Brgy. San Isidro, Antipolo City, on or before March 16, 2016, an application letter together with the following original and/or authenticated documents:

- a. Personal Data Sheet (PDS) with recent photo
- b. Latest approved appointment
- c. Transcript of Records (TOR) authenticated by institution or university
- d. Photocopy of Licenses/Proof of eligibility, authenticated by appropriate institution
- e. Performance Rating for the last 3 rating periods
- f. Service Record/Certificate of employment with brief description of duties and responsibilities (experience must be relevant to the duties and functions of the position to be filled)
- g. Proof of Outstanding Accomplishments (Outstanding Employee Award, Innovations, Research and Development Projects, Publication/Authorship, Consultant/resource Speakership)
- h. Certificate of Training for the last 5 years relevant to the position to be filled.
- i. Potential and Psychosocial Attributes signed by authorities

5. Please regularly visit DepEd Antipolo City website [www.depedantipolo.com](http://www.depedantipolo.com) for the announcement of the schedule of evaluation and interview.

6. Immediate dissemination of this Memorandum is desired.

  
**DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent