

Division Memorandum
No. 18, s. 2015

February 24, 2015

HIRING, SELECTION, RECRUITMENT OF APPLICANTS TO NEW POSITIONS UNDER THE RATIONALIZED SCHOOLS DIVISION OFFICE

To: Assistant Schools Division Superintendents, Education Program Supervisors, District Supervisors/Coordinating Principals, Elementary and Secondary Schools Principals, Head Teachers, Teacher-In-Charge, Officer-In-Charge
All Concern

1. This Office announces the hiring, selection and recruitment of applicants to new items/positions under the DepEd Rationalization Structure for the Division of Antipolo City as per DepEd Order No. 50, s. 2014 (Guidelines on the Recruitment, Selection and Placement of Personnel Pursuant to the DepEd Ratioanlization Program under Executive Order 366 s. 2004) to wit;

Position	Salary Grade	Education	Experience	Training	Eligibility	Skills
Attorney 3 (1 New Item)	21	Bachelor of Laws	1 year relevant experience	4 hours relevant training	RA 1080	
Information Technology Officer 1 (1 New Item)	19	Bachelor's degree relevant to the job (preferably computer-related courses)	2 years relevant experience	8 hours relevant training	Career Service Professional	Proficient in desktop publishing and computer programming
Administrative Officer V (Budget Officer) (1 New Item)	18	Bachelor's degree relevant to the job (preferably accounting-related courses)	2 years of relevant experience	8 hours relevant training	Career Service Professional	
Administrative Officer IV (Records Officer) (1 new item)	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours relevant training	Career Service Professional	
Administrative Officer IV (Supply Officer) (1 new item)	15	Bachelor's degree relevant to the job	1 year of relevant experience	4 hours relevant training	Career Service Professional	
Administrative Assistant III (Senior Bookkeeper for Finance-Accounting)	9	Bachelor's degree relevant to the job (preferably accounting-related courses)	2 years of relevant experience	4 hours relevant training	Career Service (Sub professional)	Proficient in computer and office



Republic of the Philippines
 Department of Education
 Region IV-A CALABARZON
 Division of Antipolo City



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Project Development Officer II (Learning Resource) (1 New Item)	15	Bachelor's degree relevant to the job (preferably computer-related courses)	1 year relevant experience	4 hours relevant training	Career Service Professional	Desktop publishing skills
Engineer III (1 New Item)	19	Bachelor's degree relevant to the job (preferably engineering courses)	2 years relevant experience	8 hours relevant training	RA 1080	
Senior Education Program Specialist (School, Monitoring and Evaluation)	19	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, implementaton or other relevant experience	8 hours relevant trainings	PBET/LET or appropriate eligibility for second level position	
Senior Education Program Specialist (Social Mobilization and Networking)	19	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, implementaton or other relevant experience	8 hours relevant trainings	PBET/LET or appropriate eligibility for second level position	
Senior Education Program Specialist (Human Resource and Development)	19	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, implementaton or other relevant experience	8 hours relevant trainings	PBET/LET or appropriate eligibility for second level position	
Senior Education Program Specialist (Planning)	19	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, implementaton or other relevant experience	8 hours relevant trainings	PBET/LET or appropriate eligibility for second level position	
		Completion of academic	2 years experience in			

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Administrative Assistant II – Deployed (Bookkeeper) (2 New Items)	8	Bachelor's degree relevant to the job (preferably accounting-related courses)	2 years relevant experience	4 hours relevant training	Career Service (Sub-professional)	Proficient in computer and office equipment
Administrative Assistant 1 (Budget) (1 New Item)	7	Bachelor's degree relevant to the job (preferably accounting-related courses)	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional)	Proficient in computer and office equipment
Administrative Aide VI (Clerk) (8 New Items)	6	Preferably college graduate	None Required	None Required	Career Service (Sub-professional)	Proficient in computer and office equipment
Administrative Aide IV (SDS Driver)	4	Preferably high school graduate	2 years of relevant experience	None Required	Driver's License	
Chief Education Program Supervisor (CID) (1 New Item)	24	Master's Degree in Education or other relevant master's degree	4 years of relevant experience involving management and supervision	24 hours training in management and supervision	PBET/LET	
Chief Education Program Supervisor (SGOD) (1 New Item)	24	Master's Degree in Education or other relevant master's degree	4 years of relevant experience involving management and supervision	24 hours training in management and supervision	PBET/LET	
Education Program Supervisor (3 New Items)	22	Master's degree in education or other relevant Master's degree with specific area of specialization	2 years as Principal; 2 years as Head Teachers; or 2 years as Master Teacher	8 hours of relevant training	RA 1080	Computer literate
Public Schools District Supervisor (9 New Items)	22	Master's degree in education or other relevant master's degree	2 years as Principal III or 4 years as Principal II	8 hours relevant training	PBET/LET	
Education Program Specialist II (Deployed for Alternative Learning System – CID) (2 New Items)	16	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	PBET/LET	