



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

September 15, 2020

DIVISION MEMORANDUM

No. 202 s. 2020

ANNOUNCEMENT OF VACANT POSITION AND INVITATION TO APPLY

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors
District Supervisors/Principals In-charge
Section Heads
All Other Concerned

1. This Office announces the acceptance of application to the vacant positions with the following information:

No. of Vacancy	Position Title	Salary Grade	Assignment
One (1)	Administrative Officer II	11	Allen I District
One (1)	Administrative Officer II	11	Biri District
One (1)	Administrative Officer II	11	Bobon District
One (1)	Administrative Officer II	11	Catarman I District
One (1)	Administrative Officer II	11	Catarman II District
One (1)	Administrative Officer II	11	Catarman III District
One (1)	Administrative Officer II	11	Catarman IV District
One (1)	Administrative Officer II	11	Catubig I District
One (1)	Administrative Officer II	11	Catubig II District
One (1)	Administrative Officer II	11	Gamay I District
One (1)	Administrative Officer II	11	Gamay II District
One (1)	Administrative Officer II	11	Laoang I District
One (1)	Administrative Officer II	11	Laoang II District
One (1)	Administrative Officer II	11	Laoang III District
One (1)	Administrative Officer II	11	Laoang IV District
One (1)	Administrative Officer II	11	Lapinig District
One (1)	Administrative officer II	11	Las Navas I District
One (1)	Administrative Officer II	11	Las Navas II District
One (1)	Administrative Officer II	11	Lavezares I District
One (1)	Administrative Officer II	11	Lavezares II District
One (1)	Administrative Officer II	11	Lope de Vega District
One (1)	Administrative Officer II	11	Mapanas District



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One (1)	Administrative Officer II	11	Mondragon I District
One (1)	Administrative Officer II	11	Mondragon II District
One (1)	Administrative Officer II	11	Pambujan I District
One (1)	Administrative Officer II	11	Pambujan II District
One (1)	Administrative Officer II	11	Rosario District
One (1)	Administrative Officer II	11	San Antonio District
One (1)	Administrative Officer II	11	San Isidro I District
One (1)	Administrative Officer II	11	San Jose District
One (1)	Administrative Officer II	11	San Roque District
One (1)	Administrative Officer II	11	Silvino Lobos District
One (1)	Administrative Officer II	11	Victoria District

2. Applicants must meet the following CSC Prescribed Qualifications:

Education	Experience	Eligibility	Trainings
Bachelor's Degree	None Required	Civil Service (Professional) Second Level Eligibility	None Required

3. Interested and qualified applicants regardless of age, civil status, disability, ethnicity, gender, religion, etc. are encouraged to apply and submit their Letter of Intent supported with the pertinent documents not later than September 28, 2020.
4. Applicants shall submit in two (2) copies one (1) authenticated and one (1) photocopied) to the Office of the Schools Division Superintendent through the Human Resource Management Officer with all documentary requirements properly arranged in the following order:
 - a. Application letter addressed to the Office of the Schools Division Superintendent, stating the position applied for and the specific assignment.
 - b. Fully accomplished Personal Data Sheet (PDS) or CSC Form 212 with a recent passport-sized picture.
 - c. Copy of PRC license / CSC Eligibility Rating
 - d. Copy of Transcript of Records Certification/Completion of Academic Requirements (CAR) issued by the President/School Head/Registrar of the concerned school (1 copy).
 - e. Updated Service Records/Certificate of Employment/Special Order of Assignment
 - f. Copy of approved Performance Ratings for the last three (3) rating periods
 - g. Copy of the Certificates of Training/ Attendance relevant to the position being applied
 - h. Copy of the Certificates of Awards, Recognition, Appreciation, etc.
5. Failure to submit the Letter of Intent and the supporting documents on or before the deadline would mean a waiver of the right to be included in the evaluation/ranking for the said position.
6. The schedule of the selection process is as follows: