



DIVISION OF NORTHERN SAMAR

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DIVISION MEMORANDUM

JANUARY 7, 2021

No. 004 s.2021

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Elementary/Secondary School Heads
Sections Heads
All Others Concerned

From: **DR. GORGONIO G. DIAZ JR., CESO V**
Schools Division Superintendent

SUBJECT: **Screening, Selection and Evaluation of Applicants for Non-Teaching Vacant Items @ Capul Agro-Industrial School**

1. This Office hereby announces the acceptance of application for the following vacant position, this will start on **January 20, 2021**.

- 1.1 (1) Security Guards (SG-3)
- 1.2 (1) Administrative Aide III (SG-3)
- 1.3 (1) Watchman (SG-2)
- 1.4 (1) Guidance Counselor (SG-13)

2. Applicants must be meet the following Qualification Standards;

Position Title	Salary Grade	Educational Requirement	Experience Requirement	Training Requirement	Eligibility
Security Guard I	03	High School Graduate	None Required	None Required	Security Guard License
Administrative Aide III	03	Completion of 2years studies in college or completed at least 60 collegiate units	None Required	None Required	Civil Service (Sub professional)1 st Level Eligibility
Watchman I	02	Elementary School Graduate	None Required	None Required	None Required
Guidance Counselor III	13	Master's Degree in Guidance and Counseling	None Required	None Required	RA 1080 (Guidance Counselor)

3. Applicants shall submit two (2) copies the documentary requirements **original/authenticated and 1 photocopied** from the original to the Division Human Resource Secretariat/Office of the Assistant Schools Division Superintendent properly and **STRICTLY** arranged in the following order:

- a. Application letter addressed to the office of the Schools Division Superintendent, stating the position applied for

