



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 @ Basilio B. Chan Memorial Agricultural and 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) Administrative Aide III (SG-3)

2. Applicants must be meet the following Qualification Standards;

Position Title	Salary Grade	Educational Requirement	Experience Requirement	Training Requirement	Eligibility
Administrative Aide III (Clerk 1)	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

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:

- Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
- Performance rating in the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transcript of Records.

4. The schedule of selection process is as follows:

Submission and Acceptance of Application @ the Division Human Resource and Management Office	January 11 – 15, 2021
Interview of Applicants	January 18 – 19, 2021
Finalization and Posting of Rank list	January 20 – 22, 2021

