



**DIVISION OF NORTHERN SAMAR**

Mabini St., Brgy. Acacia, Catarman N. Samar 6400, Philippines  
Telefax: (055) 500-9801

JANUARY 7, 2021

**DIVISION MEMORANDUM**

No. 004 s.2021

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

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

Subject: **RANKING OF APPLICANTS for Non-Teaching Vacant Items @ MAPANAS AGRO-INDUSTRIAL HIGH SCHOOL**

Date:

- 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 I (SG-1)

- Applicants must be meet the following Qualification Standards;

Position Title	Salary Grade	Educational Requirement	Experience Requirement	Training Requirement	Eligibility
Security Guard	03	High School Graduate	None Required	None Required	Security Guard License
Administrative Aide I (Utility)	01	Must be able to read and write	None Required	None Required	MC II Cat III

- 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](http://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.

- 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

