



Republic of the Philippines  
Department of Education  
Regional Office No. VIII



**DIVISION OF NORTHERN SAMAR**

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

**DIVISION MEMORANDUM**

**January 11, 2021**

No. 67 s.2021

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

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

**SUBJECT: Screening, Selection and Evaluation of Applicants for Vacant Non-Teaching Items @ Eladio T. Balite Memorial School of Fisheries**

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 I
- 1.2 (1) Administrative Aide II
- 1.3 (1) Administrative Aide III
- 1.4 (1) Watchman I

2. Applicants must be meet the following Qualification Standards;

Position Title	Salary Grade	Educational Requirement	Experience Requirement	Training Requirement	Eligibility
Administrative Aide I		At least 2 year college level	None	None	None
Administrative Aide II		At least 2 year college level	None	None	None
Administrative Aide III		At least 2 year college level	None	None	Career Service Sub-Professional or First level Eligibility
Watchman I	02	Elementary School Graduate	None Required	None Required	None Required

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
- b. CSC Form 212 (revised 2017 properly and completely filled-up with the latest passport picture
- c. Authenticated Board Rating / Certificate of Eligibility
- d. Authenticated Transcript of Records
- e. Service Records/Certificate of Employment/Special Order of Assignment

