



259

ED-DIVISION OF CAGAYAN DE ORO CITY
 April 02, 2019
RELEASED
 DATE: APR 03 2019
 BY: [Signature]

DIVISION MEMORANDUM

No. _____, s. 2019

ANNOUNCEMENT AND POSTING OF VACANCIES FOR DENTIST-II, NURSE-II and ADMINISTRATIVE ASSISTANT-II (DISBURSING OFFICER)

TO : Assistant Schools Division Superintendent
 Human Resource Merit Promotion and Selection Board (HRMPSB)
 Education Program Supervisors
 Public Schools District Supervisors
 Secondary and Elementary School Heads
 All Other Concerned
 This Division

1. The field is hereby informed of the schedules for the Division Ranking for Dentist-II, Nurse-II and Administrative Assistant-II (Disbursing Officer).
2. The following are the positions with corresponding number of vacancies, position title, salary grade and minimum qualification standard.

VACANT POSITION	ITEM NUMBER	SG	MINIMUM QUALIFICATION STANDARD	DATE OF INTERVIEW BY THE HRMPSB
DENTIST-II	660035-1998	17	Doctor of Dental Medicine or Dental Surgery; 4 hours relevant training; 1 year relevant experience; RA 1080	April 23, 2019, 9:00 AM at the ASDS Office
NURSE-II	660364-2010 660378-2010	15	BS-Nursing; 4 hours relevant training; 1 year relevant experience; RA 1080 (NURSE)	
ADMINISTRATIVE ASSISTANT-II (DISBURSING OFFICER)	660032-2004	8	Completion of 2 years studies in college; 4 hours relevant training; 1 year relevant experience; CS (Sub-prof); 1st level	

3. Deadline for the submission of documents stamped received by the Division Office shall be on **April 12, 2019** AND NO ADDITIONAL DOCUMENTS WILL BE ACCEPTED AFTER THIS DATE.

4. Documents submitted must be ARRANGED and EARMARKED as follows:

- A. Application letter specifying the position being applied;
- B. Certified true copy of the CSC Rating;
- C. Latest appointment;
- D. Performance rating for the last 3 years;
- E. Updated Service Record / Certificate of Employment
- F. Outstanding Accomplishment Certificates;
- G. Transcript of Records; and
- H. Training Certificates (Specialized trainings and chairmanship/co-chairmanship in planning/technical committee)

5. **DepEd Order No. 66, s. 2007** will be used as basis for document evaluation and interview.

6. Please bring **ORIGINAL COPY** of pertinent documents on the scheduled date of evaluation.

7. Widest dissemination of this Memorandum is enjoined.


JONATHAN S. DELA PEÑA, Ph.D., CESO V
Schools Division Superintendent

kbm/records