



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON
Capitol Compound, Sorsogon



March 8, 2019

DIVISION MEMORANDUM

No. 56, s. 2019

**DELIBERATION/RANKING FOR VACANT POSITIONS FOR EDUCATION PROGRAM SPECIALIST II,
ADMINISTRATIVE OFFICER IV, REGISTRAR I, ADMINISTRATIVE ASSISTANT I & II, ADMINISTRATIVE
AIDE VI AND SPECIAL EDUCATION TEACHER I**

1. This is to announce to all concerned that the schedule for deliberation/ranking for the listed vacant positions below are as follows:

VACANT POSITION(S)	SCHOOL/PLACE OF ASSIGNMENT	SCHEDULE OF RANKING
Education Program Specialist II SG 16	Schools Division of Sorsogon	April 11, 2019
Administrative Officer IV SG 15	Magallanes National Vocational School	April 11, 2019
Special Education Teacher I SG 14	Elementary (6 items)	April 11, 2019
Registrar – SG 11	Matnog National High School-SHS	April 12, 2019
Administrative Assistant II SG 8	Schools Division of Sorsogon (2 items) Gallanosa National High School-SHS (1 item)	April 12, 2019
Administrative Assistant I SG 7	Schools Division of Sorsogon	April 12, 2019
Administrative Aide VI – SG 6	Schools Division of Sorsogon (3 items)	April 12, 2019

2. For reference and guidance of all interested applicants, please refer to **DepEd Order No. 66, s. 2007**.
3. The minimum qualification standards for the abovementioned positions are as follows:

EDUCATION PROGRAM SPECIALIST II

EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Bachelor's Degree in Education or its equivalent	4 hours relevant training	2 years experience in education, research, development, implementation or other relevant experience	RA 1080 Career Service Professional / Appropriate Eligibility for Second Level Position

ADMINISTRATIVE OFFICER IV

EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Bachelor's Degree	4 hours relevant training	1 year relevant experience	Career Service Professional (Second Level Eligibility)

REGISTRAR I

EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Bachelor's Degree	None required	None required	Career Service Professional (Second Level Eligibility)

ADMINISTRATIVE ASSISTANT I & II

EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Completion of 2 years in college	4 hours relevant training	1 year relevant experience	Career Service Sub-professional (First Level Eligibility)

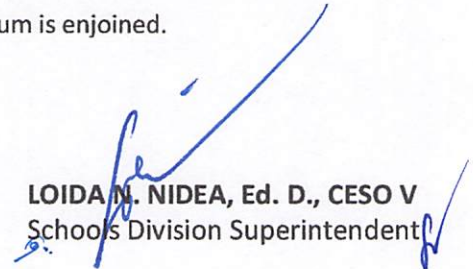
ADMINISTRATIVE AIDE VI

EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Completion of 2 years in college	None required	None required	Career Service Sub-professional (First Level Eligibility)

SPECIAL EDUCATION TEACHER I

EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Bachelor's Degree in Education with specialization in Special Education	None required	None required	RA 1080 (Teacher)

4. The venue for the deliberation will be at the Division Conference Hall from 8:00 AM to 5:00 PM.
5. Interested applicants are requested to submit two sets of documents in a sealed envelope. One is for ranking purposes and the other one is for pre-assessment.
6. The deadline for submission of pertinent documents shall be on April 5, 2019 in order to give ample time for the HRMO to pre-assess the documents. **No additional documents shall be accepted after the deadline.**
7. Expenses relevant to the conduct of this activity shall be charged to the Division MOOE/Local Funds subject to the usual accounting and auditing rules.
8. Immediate and wide dissemination of this memorandum is enjoined.


LOIDA M. NIDEA, Ed. D., CESO V
 Schools Division Superintendent