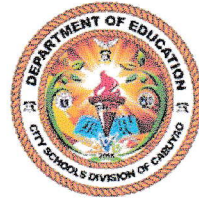




Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO



MEMORANDUM

TO : OIC, Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Public School District Supervisors
All Public Elementary, Secondary and Senior High School Heads
Officer- In-Charge
All Others Concerned

FROM : *Doris D.J. Estalilla*
DORIS D.J. ESTALILLA
Officer-In-Charge
Schools Division Superintendent

SUBJECT : **SUBMISSION OF APPLICATIONS FOR THE REMAINING VACANT RATIONALIZED POSITIONS (4th Batch)**

DATE : March 8, 2018

1. This is to announce the vacancies and acceptance of applications for the following positions:

Office of the Schools Division Superintendent

- (1) Administrative Assistant II - SG 8
- (1) Administrative Assistant III – SG 9
- (2) Administrative Aide VI – SG 6

Curriculum Implementation Division

- (1) Education Program supervisor (MAPEH) – SG 22
- (1) Librarian II – SG 15

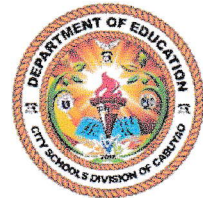
School Governance and Operations Division

- (1) Medical Officer III – SG 21

2. All applicants are required to submit their complete documents fastened in a yellow expanded folder with an ear mark/label on every category for easier and fast evaluation, to wit;
- a. Letter of Intent addressed to SDS Doris D.J. Estalilla (state the position applying for)
 - b. Personal Data Sheet /PDS or Revised Form 212 as of 2017
 - c. Performance Rating (last 3 rating periods at least Very Satisfactory)
 - d. Experience
 - e. Outstanding Accomplishments
 - f. Education
 - g. Training, if any



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3. Deadline of submission of documents is on March 22, 2018 , 5:00pm at the Human Resource Management Office.
4. Interview and On-The-Job (OTJ) skills assessment shall be announced on a separate memo.
5. Immediate dissemination of this memorandum is desired.

UM 107 s. 2018
@DDJE/royda