

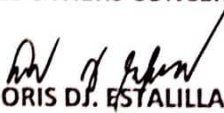


Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO



MEMORANDUM

TO : OIC, ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEF, CURRICULUM IMPLEMENTATION DIVISION
CHIEF, SCHOOL GOVERNANCE AND OPERATIONS DIVISION
PUBLIC SCHOOLS DISTRICT SUPERVISORS
ALL PUBLIC ELEMENTARY, SECONDARY AND SENIOR HIGH SCHOOL HEADS
OFFICER-IN-CHARGE
ALL OTHERS CONCERNED

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

SUBJECT : SUBMISSION OF APPLICATION FOR THE REMAINING VACANT RATIONALIZED POSITIONS

DATE : January 5, 2018

1. This office is now accepting applications for the following vacant positions:

Office of the Schools Division Superintendent

- (1) Administrative Assistant I (Budget Unit) – SG 7
- (5) Administrative Aide VI – SG 6

Curriculum Implementation Division

- (2) Education Program Supervisor (w/ specialization in MAPEH & TLE) – SG 22
- (1) Librarian II – SG 15
- (1) Project Development Officer II – SG 15

School Governance and Operations Division

- (1) Medical Office III – SG 21
- (1) Dentist II – SG 17

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:
 1. Letter of Intent addressed to SDS Doris D.J. Estalilla (state the position to apply for)
 2. Personal Data Sheet/ PDS or Revised Form 212 as of 2017
 3. Performance Rating (last 3 rating periods at least Very Satisfactory)
 4. Experience
 5. Outstanding Accomplishments
 6. Education
 7. Training, if any
3. Submission is until January 19, 2018, 5:00pm at the Human Resource Management Office.
4. Interview and On-The-Job skills assessment will be announced later.
5. Immediate and widest dissemination of and compliance with this Memorandum is desired.