



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



April 20, 2021

ANNOUNCEMENT of VACANT POSITIONS

KAPATAGAN NATIONAL HIGH SCHOOL

Vacant Position: **ADMINISTRATIVE ASSISTANT II – SG 8**
Item No.: **OSEC-DECSB-ADAS2-750005-2014**
Location: **KAPATAGAN NATIONAL HIGH SCHOOL**

MINIMUM REQUIREMENTS

Education: Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
Experience: 1 year relevant experience
Training: 4 hours of relevant training
Eligibility: Career Service (Sub-professional)/First Level Eligibility/ Relevant MC 10, s. 2013

Qualified applicants to the **ABOVEMENTIONED POSITIONS** shall address their application letter to **CRISTY C. EPE, SCHOOLS DIVISION SUPERINTENDENT**, and submit it with the pertinent documents to the **RECORDS SECTION**.

Further, the application letter and following pertinent documents listed below shall be produced in **TWO SETS (2 copies each)** enclosed in **ONE (1)** white folder with the **FOLDER TAG** printed with full **SURNAME, GIVEN NAME** and **MIDDLE NAME** of the applicants with **FONT (CALIBRI 20 BOLD)** for 201 File purposes, to wit:

1. **Letter of Intent/Application Letter;**
2. **Personal Data Sheet (CSC Form 212) with latest 2x2 ID picture;**
3. **Certificate of Employment (if any);**
4. **Performance Ratings for the last 3 rating periods;**
5. **Updated Service Record;**
6. **Official Transcript of Records with CAV issued by CHED;**
7. **Career Service Eligibility Certificate or Authenticated copy of the PRC License;**
8. **Certificates of speakership/training/seminar/workshops relevant to vacant position, and recognition/appreciation/commendation/awards not used in the latest promotion;**
9. **Latest Appointment if government employee;**
10. **Position Description Form; and,**
11. **Neuropsychiatric examination result.**

The Human Resource Management Personnel Selection Board of this office shall deliberate the applicant's documents pursuant to D.O. 66, series of 2007. The names of the applicants who will qualify for the interview will be posted in the bulletin board and website of the Schools Division Office and they will be called for confirmation days before the conduct of the interview.

THE DEADLINE FOR THE SUBMISSION OF THE APPLICATIONS SHALL BE ON MAY 5, 2021.


FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V

Schools Division Office of Digos City

RECORDS SECTION

70345

DATE: APR 20 2021 TIME: 1:51

BY: 

Posted in:

Digos Occidental District
Digos Oriental District
Mt. Apo District
Digos City NHS/Other Secondary Schools
Digos City Senior High School
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