



March 7, 2022

ANNOUNCEMENT of VACANT POSITIONS

DIGOS CITY NATIONAL HIGH SCHOOL

Vacant Position: **ADMINISTRATIVE AIDE IV (ACCOUNTING CLERK I) – SG 4**
Item No.: **OSEC-DECSB-ADA4-750103-2004**
Location: **DIGOS CITY NATIONAL HIGH SCHOOL**

MINIMUM REQUIREMENTS

Education: Completion of two years studies in college
Experience: None required
Training: None required
Eligibility: Career Service (Subprofessional) First Level Eligibility

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 **DIGOS CITY NATIONAL HIGH SCHOOL**.

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;** and
10. **Position Description Form**

Applicants are required to fill up the electronic google form upon submission of application documents. Please access this link: <https://tinyurl.com/su5udtds>.

The Human Resource Management Personnel Selection Board of this office shall deliberate the applicant's documents pursuant to **D.O. 66, series of 2007**. A division memorandum will be issued for the names of the applicants who will qualify for the interview. Such memorandum will be posted in the DepEd Digos City website and Human Resource Section DepEd Digos City Division Facebook page. At the same time, qualified applicants will be informed through e-mail and text message.

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity, and expression (SOGIE), to apply.

THE DEADLINE FOR THE SUBMISSION OF THE APPLICATIONS FOR INTERESTED APPLICANTS SHALL BE ON MARCH 22, 2022. THE DEADLINE FOR THE SUBMISSION OF THE SCHOOL SELECTION COMMITTEE TO THE SCHOOLS DIVISION OFFICE SHALL BE ON MARCH 29, 2022.


FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V

Posted in:

Digos City NHS/Other Secondary Schools
Civil Service Commission DDS FO