

Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE
Lagawe, Ifugao



Division Memorandum No. 118 s. 2016

To:

CID and SGOD Divisions

Elementary and Secondary School Heads

and others Concerned

From:

SALLYB. ULLALIM, CESO V

Schools Division Superintendent

Date:

July 15, 2016

Subject:

OSCA w/ Se

12016-06

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112016-06

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Submission and assessment of documents for Administrative Officer II,

Project Development Officer I, Registrar I and Administrative Aide II

The Schools Division Office of Ifugao is accepting applications for Administrative Officer II, Project Development Officer 1, Registrar 1 and Administrative Aide II to be deployed to the different Senior High Schools. The schedule for open assessment at the Mini Function Hall of the Division Office are as follows:

Date	Position	Remarks
August 3, 2016, 9:00 AM	Administrative Officer II	Interview and skills
August 4, 2016, 9:00 AM	Project Development Officer 1	demo will be scheduled
August 9, 2016, 9:00 AM	Registrar 1	after the paper assessment
August 10, 2016, 9:00 AM	Administrative Aide II	

Attached are the required documents and a copy of notice of vacancy for reference.

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CALL FOR SUBMISSION OF APPLICANTS FOR THE FOLLOWING VACANCIES:

Administrative Officer II, Project Development Officer I, Registrar I, Administrative Aide II

Pertinent Documents

• Application letter addressed to the SDS thru the Division PSB Chairman:

Supt. SALLY B. ULLALIM, CESO V Schools Division Superintendent Department of Education-CAR Schools Division Office, Lagawe

Attention: THE CHAIRMAN

Division Personnel Selection Board

- A. Performance rating for the last 3 rating periods, if any, should be at least Very satisfactory
- B. Experience must be relevant to the duties and functions of the position to be filled.
- C. Outstanding Accomplishments
 - a. Outstanding Employee Award
 - b. Innovations
 - c. Research & Development Projects
 - d. Publication/Authorship
 - e. Consultant/Resource Speaker in Trainings/Seminars
- D. Education
 - *Complete Academic Requirements for Master's degree
 - *Master's Degree
 - *Complete Academic Requirements for Doctoral Degree
 - *Doctoral degree
- E. Training
 - Participant in a specialized training e.g. scholarship programs, short courses, study grants.
 - Participant in three (3) or more training activities in each level
 Conducted for at least three (3) days not credited during the
 last promotion
 - *District Level *Division Level *Regional Level

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- Participant in one (1) training conducted for atleast three (3) days not credited during the last promotions: a. National Level
 b. International Level
- Chair/Co-chair in a technical/planning committee
 *District Level *Division Level *Regional Level *Nat'l Level *International Level

NOTE: PREPARE APPLICATION DOCUMENTS IN 4 SETS OF FOLDERS INCLUDING 1 SET OF FOLDER FOR THE ORIGINAL DOCUMENTS. **DEADLINE OF SUBMISSION:**JULY 29, 2016

Prepared by:

JOSCA

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HARIET P. BACDANGAN
HRMO Designate

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Approved by:

JOSCA W/

INCUMBEN

SALLY BUCLALIM, CESO V