

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

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

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
 - 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

Prepared by:

HARIET P. BACDANGAN
HRMO Designate

Approved by:

~~SALLY B. ULLALIM, CESO V~~

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