



**ADVISORY**

November 7, 2019

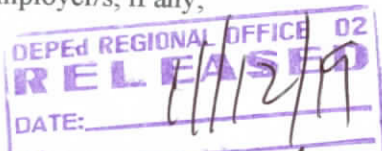
**Announcement of Vacancies in the DepED Regional Office NO. II**

The DepED Regional Office No. II wishes to announce the publication of two (2) vacant positions at the **Administrative Division-Cash Section** and **Office of the Regional Director-Public Affairs Unit**. Below are the minimum Qualification Standard requirements of the position for the information and guidance of all interested and qualified applicants:

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|--|---|
| Position:<br>Item No. / SG / Salary:<br>Place of Assignment<br><b>Qualification Standards:</b><br>Education:<br>Relevant Experience/s:<br>Relevant Training/s:<br>Eligibility: | <b>ADMINISTRATIVE AIDE VI (Disbursing Officer I)</b><br>OSEC-DECSB-ADA6-120029-2004 / SG 6 / P 14,847.00 per mo.<br>Administrative Division-Cash Section<br><br>Completion of two-year studies in college<br>None Required<br>None Required<br>Career Service (Sub-professional)/ First Level Eligibility         |
| Position:<br>Item No. / SG / Salary:<br>Place of Assignment<br><b>Qualification Standards:</b><br>Education:<br>Relevant Experience/s:<br>Relevant Training/s:<br>Eligibility: | <b>ADMINISTRATIVE ASSISTANT I</b><br>OSEC-DECSB-ADAS1-120072-2014/ SG 7 / P 15,738.00 per mo.<br>Office of the Regional Director (ORD)-Public Affairs Unit (PAU)<br><br>Completion of two-year studies in college<br>None Required<br>None Required<br>Career Service (Sub-professional)/ First Level Eligibility |

The DEPED REGIONAL OFFICE II fully implements the EQUAL EMPLOYMENT OPPORTUNITY POLICY hence, all qualified applicants shall be given due consideration for employment regardless of age, sexual orientation, gender, disability, ethnicity, religion, political affiliation, among others. Interested applicants that meet the basic requirements may submit their letters of intent through email address: [depedregion2.personnel@gmail.com](mailto:depedregion2.personnel@gmail.com) and may personally hand in or send through courier their application portfolio, properly labelled, in five (5) copies, addressed to: The Regional Director, Department of Education, Regional Office No. 2, Regional Government Center, Carig, Tuguegarao City, Cagayan, not later than **November 29, 2019 (Friday)**, together with the following supporting documents, viz:

1. Duly signed Letter of Intent;
2. Fully accomplished and duly certified Personal Data Sheet (PDS) - CS Form No. 212, Revised 2017, including Work Experience Sheet, with recent passport-sized picture. Forms can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Photocopy of duly signed performance ratings (OPCR/IPCR) for the last three (3) rating periods, **CY 2018** (for DepED Employees) or **CY 2019 1<sup>st</sup> Sem.** as the latest, from current/previous employer, if any;
4. Duly certified and updated Service Records/Certificate/s of Employment from current/previous employer/s, if any;





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5. Proofs of Outstanding Accomplishments/ Meritorious Accomplishments (if any);
  - Certificate/s of Outstanding Employee Award supported by the Certificate of Recognition, Memorandum regarding the conduct of the Search, Criteria for Judging, other relevant documents regarding the search);
  - Innovations supported by the approval of the innovative project through channels, Abstract of the Project and Workplan conducted/implemented for a minimum of six- month period, Completion Report/Impact of the Workplan and other MOVs;
  - Research and Development Projects supported by the approval of the request to conduct the research thru channels, the Research Proposal, Findings and Recommendations;
  - Copy/ies of published articles which must be educational articles and not news, published in newspapers/ magazines of wide/national circulation; For published books, it must be with ISBN;
  - Certificates of Recognition as Consultant/Resource Speaker in Trainings/Seminars conducted in any of the following levels: school/division/province/regional/national/international, if any, supported by the following documents: Invitation, Approved Special Order/Travel Order, Training Matrix, Memorandum;
6. Authenticated and certified Transcript of Records (TOR) – College level/Master’s Degree/Post Graduate Studies, (if any);
7. Certified and authenticated Certificate/s of Rating/Eligibility (RA 1080) and License, etc. by the issuing agency;
8. Photocopy of Certificates of Participation to Trainings/Seminars attended conducted for at least 3 days each with the following supporting documents: Approved Travel Order, Legal basis for the travel, Certificate of Participation and Re-entry Plan for International trainings:
  - i. For school/division/province/regional levels – 3 certificates of participation conducted for at least 3 days each training in the specific level.
  - ii. national/international levels) – one (1) certificate conducted for at least 3 days will suffice.
9. Other pertinent documents (if any) to support applicants’ claim in No. 5 and 8;
10. **Omnibus Certification**, duly notarized by a Notary Public, that all documents submitted for evaluation are true and authentic copies.

  
**ESTELA L. CARIÑO, EdD., CESO IV**  
 Director IV/Regional Director

*Per/Jo*  
 Advisory 2019 November Vacant Positions (ADA6 and ADAS1)

To: All Chiefs of Divisions in the Regional Office  
 All Schools Division Superintendents, This Region

You are hereby requested to post this Advisory in your website/bulletin boards for the information of all interested applicants.

  
**ESTELA L. CARINO, EdD., CESO IV**  
 Director IV/Regional Director