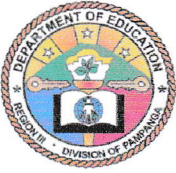
	Republic of the Philippines Department of Education Region III – Central Luzon SCHOOLS DIVISION OFFICE OF PAMPANGA High School Blvd. Brgy. Lourdes, City of San Fernando		Document Code: SDOPAMP-QF-OSDS - 002 Revision: 00 Effectivity date: 05-08-18
	DIVISION MEMO. NO. <u>538</u>, S. 2018		Name of Office: OSDS

TO : Division Chiefs/ EPSs/PSDSs//Units Heads/Elementary and Secondary School Heads/OICs
Others Concerned

FROM : The Office of the Schools Division Superintendent

SUBJECT: **SUBMISSION OF PERTINENT DOCUMENTS OF ASPIRANTS FOR NURSE II POSITION**

DATE : November 5, 2018

1. This is to announce the ranking for Nurse II Position. The Qualification Standards of the said position are indicated on the table below.

QUALIFICATION STANDARDS	
A. Position Title	NURSE II
B. Salary Grade	15 / P 29,010.00
C. CSC Prescribed Qualifications	
Education	Bachelor of Science in Nursing
Experience	1 year relevant experience
Eligibility	RA 1080 (Nurse)
Trainings	4 hours relevant training

2. Interested applicants are advised to submit the pertinent documents to the Records Unit, Attention: **HRMO** until **November 16, 2018 only**. The schedule of the open ranking will be announced later.
3. The assessment of the documents of the aspirants will be based from DepEd Order No. 66, s. 2007 (Second Level Non-Teaching Positions). Other documents to be submitted will include the following:
 1. Application letter stating the position applied for
 2. Omnibus certification of authenticity and veracity of documents duly notarized
 3. CSC Form 212-Revised 2017 (Personal Data Sheet) computer typed/handwritten and completely filled-up with the latest passport size ID picture
 4. Transcript of Records (authenticated by the issuing school)
 5. Copy of latest approved Appointment/Copy of transmittal to CSC, if any
 6. Certification of No Pending Case (for existing government employees), NBI Clearance (for new entrants)
 7. Service Record/Certification of Employment signed by the Human Resource Manager
 8. Certificate of Relevant Trainings (if any)
 9. Certificate of Eligibility (Authenticated by the CSC)/PRC License
 10. Performance Ratings for the last three rating periods prior to screening (should be approved by the SDS)/Performance Evaluation approved by the Head of Office, if any
 11. Documents for claims on leadership, potentials and accomplishments
 - Innovations / Research / Authorship / Outstanding Employee Awards / Resource Speakership
 12. Other documents relevant to the position applied for.
4. It is understood that the submission of documents beyond the prescribed date will not be accepted by this Office.
5. Immediate dissemination of this Memorandum is desired.

LEONARDO D. ZAPANTA, Ed.D, CESO VI
Schools Division Superintendent

hrrm/18

