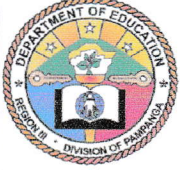
	Republic of the Philippines Department of Education Region III – Central Luzon <b>SCHOOLS DIVISION OFFICE OF PAMPANGA</b> High School Blvd. Brgy. Lourdes, City of San Fernando		Document Code: SDOPAMP-QF-OSDS - 002  Revision: 00  Effectivity date: 05-08-18
	<b>DIVISION MEMO. NO. <u>327</u>, S. 2019</b>		<b>Name of Office: OSDS</b>

TO: Division Chiefs/Education Program Supervisors/District Supervisors/Unit Heads/School Heads of Elementary and Secondary Schools/OICs / Non-Teaching Personnel /Others Concerned

FROM: The Office of the Schools Division Superintendent

SUBJECT: **VACANCY ANNOUNCEMENT: NINE (9) ADAS III, SIXTEEN (16) ADAS II AND TWO (2) ADA VI POSITIONS**

DATE: June 7, 2019

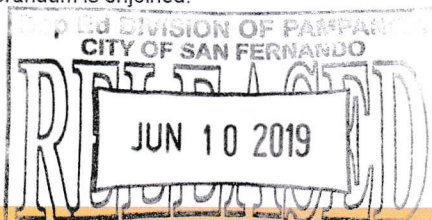
1. This is to announce the hiring, selection and recruitment of following positions to wit:

Activities	Date	Time	Venue
1. Deadline of Submission	June 14, 2019	8:00 a.m. – 5:00 p.m.	Records Unit
2. Pre-assessment	June 17, 2019	9:00 a.m. – 12:00 n.n.	2 <sup>nd</sup> Floor, TTC Bldg., (HRMPSB Only)
3. Written Examination, Interview and Open Ranking	To be announced soon		

2. Below are the Qualification Standards of the said vacant positions:

QUALIFICATION STANDARDS	
<b>A. ADA VI /SG 6</b>	
<b>B. CSC Prescribed Qualifications</b>	
Education	Completion of two-year studies in college
Experience	1 year of relevant experience
Eligibility	Career Service(Sub-Professional) First Level Eligibility
Trainings	4 hours of relevant training
QUALIFICATION STANDARDS	
<b>A. ADAS II /SG 8</b>	
<b>B. CSC Prescribed Qualifications</b>	
Education	Completion of two-year studies in college
Experience	1 year of relevant experience
Eligibility	Career Service(Sub-Professional) First Level Eligibility
Trainings	4 hours of relevant training
QUALIFICATION STANDARDS	
<b>A. ADAS III /SG 9</b>	
<b>B. CSC Prescribed Qualifications</b>	
Education	Completion of two-year studies in college
Experience	1 year of relevant experience
Eligibility	Career Service(Sub-Professional) First Level Eligibility
Trainings	4 hours of relevant training

- Applicants are advised to submit the photocopied documents to the Records Unit, Attention: HRMO and bring their original of the same for verification during the scheduled open ranking.
- Only those who meet the minimum qualification standards for the said position will be included in the selection line-up for open ranking which shall be posted at the Division Office. Ranking results will be posted at the Division Office official website ([www.depedpampanga.com](http://www.depedpampanga.com)).
- Appraisal of credentials will be based on DepEd Order No. 66, s.2007 (first level non-teaching positions). The application should include the following documents to be fastened at the left side of a plain white folder and arranged as listed in the transmittal.
  - Application letter stating the position applied for
  - Omnibus certification of authenticity and veracity of documents duly notarized
  - Copy of latest approved Appointment/Copy of transmittal to CSC, if applicable
  - CSC Form 212-Revised 2017 (Personal Data Sheet)
  - Transcript of Records (authenticated by the issuing school)
  - Service Record, if applicable
  - Signed and Approved Performance Ratings for the last three rating periods prior screening should be at least VS (
  - Certificate of Relevant Trainings(certified photocopysigned by the issuing office or immediate supervisor)
  - Documents for claims on leadership, potentials and accomplishments
  - Other documents relevant to the position applied for.
- It is understood that the submission of documents beyond the prescribed date will not be accepted by this Office.
- Strict adherence on the above schedule is expected.
- Immediate dissemination of this Memorandum is enjoined.



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

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