



September 6, 2016

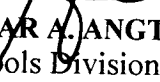
DIVISION MEMORANDUM

No. 528, s. 2016

**ANNOUNCING THE VACANCIES OF NON-TEACHING POSITIONS  
SY 2016-2017 OF DEP-ED DIVISION OF CEBU PROVINCE DIVISION**

TO: Assistant Superintendents  
Education Supervisors/Coordinators  
District Supervisors/OICs/Caretakers  
Elementary and Secondary School Heads  
Teachers & All Others Concerned

1. This office is inviting applicants to fill in the vacancies of the following non-teaching positions for SY 2016-2017:
  - a. One (1) Senior Education Program Specialist (School Management Monitoring & Evaluation)
  - b. One (1) Education Program Specialist II (School Management Monitoring & Evaluation)
  - c. One (1) Librarian II
  - d. Eight (8) Nurse II
2. Interested / Qualified applicants are requested to submit the following pertinent papers:
  1. Application Letter
  2. Personal Data Sheet / Resume
  3. Performance Rating ( 3 rating period )
  4. Transcript of Records
  5. Certificate of Relevant Trainings / Seminars attended
  6. Outstanding and meritorious accomplishments
  7. Service Records / Certificate of Employment
  8. Eligibility
3. Applicants are advised to submit applications to Human Resource Management Office on or before September 16, 2016, Attention: Mr. Floren Semblante.
4. Attached is the list of qualification standards for reference and guidance.
5. Immediate and wide dissemination of this memorandum is desired.

  
RHEA MAR A. ANGTUD, Ed.D., CESO VI  
Schools Division Superintendent

**QUALIFICATION STANDARDS FOR THE POSITION**

<b>POSITION TITLE</b>	<b>SG</b>	<b>LEVEL</b>	<b>EDUCATION REQUIREMENTS</b>	<b>EXPERIENCE REQUIREMENTS</b>	<b>TRAINING REQUIREMENTS</b>	<b>ELIGIBILITY REQUIREMENTS</b>
Senior Education Program Specialist	19	2	Bachelor's degree in Education or it's equivalent & completion of academic requirements for Master's degree relevant to the job	2 years experience in education research, development, implementation or other relevant experience	8 hours of relevant experience	PBET; Teacher; Career Service (Professional) Appropriate Eligibility for Second Level position
Education Program Specialist II	16	2	Bachelor's degree in Education or its equivalent	2 years experience in education research & development, implementation or other relevant experience	4 hours of relevant training	PBET; Teacher; Career Service (Professional) Appropriate Eligibility for Second Level position
Librarian II	15	2	Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education / Arts major in Library Science	1 year of relevant experience	4 hours of relevant training	RA 1080
School Nurse II	15	2	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080