



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



September 23, 2013

MEMORANDUM

TO : Asst. Schools Division Superintendent
Public Schools District Supervisors
Division Coordinators
Elementary & Secondary School Heads
Non-Teaching Personnel
Interested Applicants


This is to announce to the field that the vacancy for the positions of Administrative Aide VI (SG-6) and Administrative Aide IV (SG-4), DepEd-Division of Catanduanes is now open for ranking.

Qualification requirements are as follows:

| Position | Education | Experience | Training | Eligibility |
|--|---|----------------------------|------------------------------|--|
| Administrative Aide VI (Data Entry Machine Operator I) | Completion of two-year studies in college or High School Graduate with relevant vocational/trade course | 1 year relevant experience | 4 hours of relevant training | Career Service (Sub-professional)/ Data Encoder |
| Administrative Aide IV (Clerk II) | Completion of two-year studies in college or High School Graduate with relevant vocational/trade course | None required | None required | Career Service (Sub-professional) |

Qualified applicants must submit their pertinent papers at the Office of the Schools Division Superintendent not later than September 27, 2013.

For information and wide dissemination to all concerned.


JOSE L. DONCILLO, CESO VI
OIC-Schools Division Superintendent