



Republic of the Philippines

Department of Education

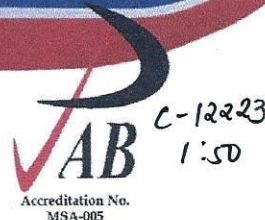
Region IV-A (CALABARZON)

Division of Cavite

Trece Martires City, Cavite



Certificate Number: AJA17-0083



July 05, 2018

DIVISION MEMORANDUM

NO. 201, s. 2018

**CALL FOR APPLICATION FOR THE POSITIONS OF  
SENIOR HIGH SCHOOL ADMINISTRATIVE OFFICER II  
AND REGISTRAR I**

TO: OIC, Assistant Schools Division Superintendent  
OIC, Office of the Assistant Schools Division Superintendent  
Chief, CID  
OIC, Chief - SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
PSB – Chairman & Members  
All Other Concerned

1. This office announces the opening of application for the positions of Senior High School Administrative Officer II and Registrar I for with the following Qualification Standards:

➤ **Administrative Officer II (SG-11)**

- **Education:** Completion of Bachelor's Degree
- **Eligibility:** Career Service Professional, Second Level Eligibility
- **Experience:** None required
- **Training:** None required

**Additional Qualification:** Basic knowledge in computer operation such as Microsoft Office, use of the Internet, and good communication skills.

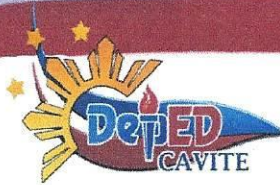
➤ **Registrar I (SG-11)**

- **Education:** Completion of Bachelor's Degree
- **Eligibility:** Career Service Professional, Second Level Eligibility
- **Experience:** None required
- **Training:** None required

**Additional Qualification:** Basic knowledge in computer operation such as Microsoft Office, use of the Internet, and good communication skills.

2. Interested applicants should submit the **scanned documents in CD saved in e-folder** following the arrangement of documents specified in DepEd Order No. 42, s. 2007:

- E-folder - A. Letter of Intent addressed to the Schools Division Superintendent
- E-folder - B. Personal Data Sheet with picture
- E-folder - C. Performance Rating – 3 consecutive years (if any)



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E-folder - D. Experience – Service Record or Certificate of Employment

E-folder - E. Outstanding Accomplishments (if any)

1. Awards    2. Innovations    3. Research    4. Publication
5. Consultant/Resource Speakers in trainings/seminars

E-folder - F. Education and Trainings

1. Latest Transcript of Records
2. Certificates of Trainings attended

E-folder - G. Certificate of Eligibility

3. **CD cases should be labelled with applicant's name, position desired and contact number.** Likewise, all applicants should bring the hard copy documents during interview for validation.

4. Submit on or before **July 19, 2018 (Thursday)** at the Records Unit, Schools Division Office, Trece Martires City, Cavite

5. Posting and immediate dissemination of this Memorandum is desired.

**CHERRYLOU D. REPIA**  
Schools Division Superintendent



(046) 419-1286



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