



Department of Education
Region X-Northern Mindanao
DIVISION OF ILIGAN CITY

Gen. Aguinaldo St., Iligan City
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VACANCY RE-ANNOUNCEMENT

DIVISION:	SCHOOLS GOVERNANCE AND OPERATIONS DIVISION	
UNIT/OFFICE:	Division Office/Senior High School	
POSTION PROFILE		
Position:	Project Development Officer I	Salary Grade: 11 Annual Salary: Php 228,924
Item No:	OSEC-DECSB-PDO1-660030-2016 OSEC-DECSB-PDO1-660031-2016	
Reports to:	Assistant Schools Principal/Principal/SGOD	
CORE COMPETENCIES		
<ul style="list-style-type: none"> •Self- Management •Professionalism and ethics •Result focus •Teamwork •Service orientation •Innovation 		
QUALIFICATION		
Education	Bachelor's degree relevant to the job	
Experience	none required	
Training	none required	
Eligibility	Career Service (Professional) Second Level Eligibility	

APPLICATION PROCEDURE

1. Submit the following documentary requirements in a plastic folder with fastener to Records on or before **September 9, 2016**:
 - a. Letter of Intent (addressed to the Schools Division Superintendent). Kindly include the position with the corresponding office you are applying for.
 - b. Duly accomplished Personal Data Sheet (CSC Form 212, s. 2005)
 - c. Curriculum Vitae
 - d. Photocopy of Certificate of Eligibility
 - e. Photocopy of the Performance Ratings for the last three (3) rating periods from January 2013 onwards
 - f. Photocopy of Certificate of relevant experience
 - g. Photocopy of Certificate of outstanding accomplishments
 - h. Photocopy of the latest Transcript of Records
 - i. Photocopy of Certificate of relevant trainings and seminars attended
2. Applicants are expected to:
 - Bring all original documents for verification purposes on the day of evaluation; and
 - Submit one set of documents for every position he/she is applying for.


RANDOLPH B. TORTOLA, CESO V
Schools Division Superintendent