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VACANCY ANNOUNCEMENT

DIVISION		OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
UNIT/OFFICE		Division Office
POSTION PROFILE		
Position:	Administrative Aide VI	Salary Grade: SG 6 Annual Salary: Php 160,536
Item No:	OSEC-DECSB-ADA6-660067-2014 (Personnel Services) OSEC-DECSB-ADA6-660070-2014 (CID Staff) OSEC-DECSB-ADA6-660071-2014 (Storekeeper II)	
Reports to:	AO/ASDS/SDS	
CORE COMPETENCIES		
<ul style="list-style-type: none"> •Self- Management •Professionalism and ethics •Result focus •Teamwork •Service orientation •Innovation 		
QUALIFICATION		
Education	Completion of 2 years studies in college or High School graduate w/ relevant vocational/trade course.	
Experience	1 year relevant experience	
Training	4 hours relevant training	
Eligibility	Career Service (Subprofessional) First level Eligibility	

APPLICATION PROCEDURE

1. **Register** and apply for a position at DepEd Iligan Electronic Database of Applicants by visiting <http://tinyurl.com/depedigneda>.
2. **Submit** the following documentary requirements in a plastic folder with fastener to the Records Section on or before **January 27, 2017 (Friday)**:
 - 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)
 - 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 latest transcript of Records
 - i. Photocopy of Certificate of relevant training and seminars attended
3. Applicants are expected to:
 - Bring all original documents for verification purposes; and
 - Submit one set of documents for every position he/she is applying for.

RANDOLPH B. TORTOLA, CESO V
Schools Division Superintendent