



Republic of the Philippines
Department of Education

Region 1

SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)

DIVISION MEMORANDUM

FEB 14 2025

DM No. 093, s. 2025

TO: All regular members of the HRMPSB
 Principal IV, LUNHS
 Representative of the Non-Teaching Association
 All qualified applicants

FROM: OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

SUBJECT: NOTICE OF VACANT POSITIONS IN THE SCHOOLS DIVISION
 OFFICE-CITY OF SAN FERNANDO (LA UNION)

Date: February 13, 2025

PARTICULARS

1. This is to inform all interested applicants of the vacant position at the City Schools Division Office-City of San Fernando (La Union):

VACANCY/ PARTICULARS	QUALIFICATION STANDARDS			
	Education	Experience	Training	Eligibility
Administrative Aide III (Clerk I) (LUNHS) 60080-2004	Completion of 2 years in College	None required	None required	CS Subprofessional (First Level Eligibility)
Job Summary: Provides administrative support function for the effective delivery of services.				

2. **DepEd Order No. 7, s.2023 (enclosure no. 5)** will be used as basis for the ranking and interview for the said position.

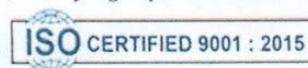
3. All interested and qualified applicants, including persons with disability(PWD), members of the indigenous communities, and those from any sexual orientation and gender identities(SOGI), are required to submit the following documents in two (2) sets of folders on or before **February 24, 2025:**

- a. Letter of intent addressed to
SHEILA MARIE A. PRIMICIAS, Ed.D, CESO VI
 OIC-Schools Division Superintendent
- b. Duly accomplished PDS(CS Form No. 212, revised 2017) with Work Experience Sheet;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable;



Address : Tanqui, City of San Fernando
 2500 La Union
 Tel. No. : (072) 607-4715
 Email : sanfernando.city1@deped.gov.ph

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- e. Photocopy of scholarship/academic records such as but not limited to Transcript of Records(TOR) and Diploma, including graduate and post-graduate units/degrees, if applicable;
 - f. Photocopy of Certificate/s of Training, if applicable;
 - g. Photocopy of Certificate of Employment or Service Record, if applicable;
 - h. Photocopy of latest appointment, if applicable;
 - i. Photocopy of Performance Rating in the last rating period(s) covering one(1) year performance in the current/latest position prior to deadline of submission, if applicable;
 - j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity(CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173(Data Privacy Act of 2012), notarized by an authorized official (Download here: <https://tinyurl.com/OSS-SDOCSFLU>); and;
 - k. Other additional requirements:
 - k.1. Means of Verification(MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment and;
 - k.2. Photocopy of the Performance Rating obtained from the relevant experience, if the Performance Rating in Item "i" is not relevant to the position to be filled;
4. The contents of the folders of applicants should be arranged according to the order enumerated above with proper ear tabs. Applications with incomplete documents shall not be entertained. **Applicants can no longer submit additional documents during the ranking proper, only the submitted documents will be evaluated.**
 5. All qualified applicants are advised to bring the original documents on the day of evaluation for verification purposes.
 6. Qualified applicants can send their applications and documents to the email address of the Personnel Section at rlsfc.personnel@deped.gov.ph, or hand in/send through courier to:

The HRMO
Personnel Section
DepEd City of San Fernando(La Union)
Tanqui, City of San Fernando, La Union
 7. Applicants from La Union shall submit their application personally at the Division Office.
 8. For information and immediate dissemination to all concerned.


SHEILA MARIE A. PRIMICIAS, Ed.D, CESO VI
OIC-Schools Division Superintendent



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