Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Archbishop G.M. Reyes St., Kalibo, Aklan
Tel. Nos.: (036) 268-4235; 268-4234; 268-6286

August 7, 2017

DIVISION MEMORANDUM
No. 173, s. 2017

SUBMISSION OF APPLICATION WITH SUPPORTING DOCUMENTS FOR RANKING FOR NON-TEACHING POSITIONS

To: **Education Program Supervisors/Coordinators**
Public Schools District Supervisors
Principals/Head Teacher In-Charge of the District
Administrative Officer V
Heads of Public Pre-Elementary, Elementary, Secondary and Integrated Schools
All interested applicants

1. Pursuant to DepED Order No. 29, s. 2002, "MERIT SELECTION PLAN," and DepED Order No. 66, s. 2007, "REVISED GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS", all interested applicants are hereby informed that this Office is still accepting application letter with supporting documents until **August 15, 2017**.

   Minimum Requirement:
   Education: **Completion of two years in college**
   Experience: **1 year relevant experience**
   Training: **4 hours relevant training**
   Eligibility: **Career Service Sub-professional (CSSP)**

2. Submit your application letter with supporting documents at the Division Office c/o Administrative Section. All applications received **after August 15, 2017** will not be included in the ranking but will be filed for future consideration.

3. Immediate and wide dissemination of this memorandum is strongly desired.

Dr. ERNESTO F. SERVILLON, Jr., MNSA
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Inclosure: None
Reference: DepED Order No. 29, s. 2002
DepED Order No. 66, s. 2007

Allotment: 1-6 (R.O. 12, s. 1994)
To be indicated in the Perpetual Index
under the following subjects:

APPOINTMENT **POLICY** **EMPLOYEES** **OFFICIALS**

PYM/mft