



Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION
City of Tayabas



NUMBERED MEMORANDUM

NO. 120 s. 2017

**TO: OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEF-SCHOOL GOVERNANCE AND OPERATIONS DIVISION
CHIEF-CURRICULUM IMPLEMENTATION DIVISION
ALL DIVISION PERSONNEL
ALL OTHERS CONCERNED**

FROM: CATHERINE P. TALAVERA, Ph.D.
OIC – Schools Division Superintendent

DATE: May 11, 2017

**SUBJECT: SUBMISSION OF PERTINENT DOCUMENTS OF APPLICANTS FOR
LIBRARIAN II AND EDUCATION PROGRAM SPECIALIST II IN SDO
TAYABAS CITY**

In connection with the vacant items in our division, all interested and qualified applicants for Librarian II and Education Program Specialist II are required to submit their pertinent documents at the record section on or before May 19, 2017. All applicants should submit the following documents with proper ear tags, to wit:

- * Application Letter
- * CSC Form 212 (revised 2005) in copies with the latest 2 x 2 ID pictures
- * Certified Photocopy of PRC ID
- * Certified copies of Transcript of Records
- * Copies of Certificate of Employment and Performance Rating for those applicants with experience.
- * Certificate of Specialized Training



We are an emerging division where excellence is a habit and allegiance for quality is a pledge.

Email us at: tayabas.city@deped.gov.ph

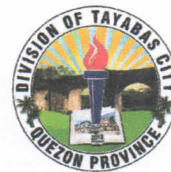
Website: www.depedtayabascity.ph

tel. no. : (042) 797-0591

telefax no. : (042) 797- 0054), (042) 797-0773



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Natural Vacancy

- | | | |
|---------------------------------|-------|---|
| 1. Librarian II | SG 15 | 1 vacant item |
| Qualification Standards | | |
| Education | | Bachelors degree in Library Science or its equivalent |
| Experience | | 2 years relevant experience |
| Eligibility | | RA 1080 |
| Training | | 24 hrs. of relevant training |
| | | |
| 2. Education Program Specialist | SG 16 | 1 vacant item |
| Qualification Standards | | Bachelors degree in Education or its equivalent |
| | | 2yrs. Relevant experience in research, development and implementation |
| | | 24 hrs. relevant training |
| | | RA 1080 |



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