



Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
 SCHOOLS DIVISION OF BAGUIO CITY

5 June 2023

**DIVISION MEMORANDUM**

No. 213-2023

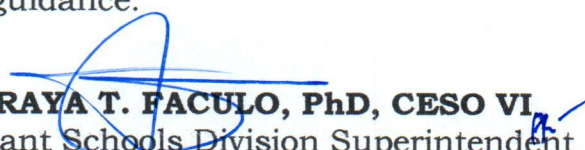
**SUBMISSION OF APPLICATION FOR ADMINISTRATIVE AIDE I - UTILITY  
 WORKER (Job Order) POSITIONS**

TO : **ALL INTERESTED AND QUALIFIED APPLICANTS  
 ALL OTHERS CONCERNED**

1. This is to inform all interested and qualified applicants of the vacant position at the Administrative Unit (PFVR Gymnasium), Schools Division Office:

Position Title	Monthly Salary	Qualification Standards			
		Education	Experience	Training	Eligibility
(2) <b>Administrative Aide I - Utility Worker I</b>  <i>Job Order</i>	<b>SG 1 Php 13,000.00</b>	Must be able to read and write	None required	None required	None required

2. All interested and qualified applicants regardless of sex or gender orientation, age, civil status, religious affiliation, national origin, disability status, ethnicity or any other characteristics protected by law should signify their interest in their application letter together with complete documents on or before **June 15, 2023** at DepEd-Baguio Schools Division Office to be received at the Records Section. All applications received beyond **June 15, 2023** will not be accepted.
3. The following required documents should be submitted in a folder:
  - a. Fully accomplished Personal Data Sheet (PDS) with recent passport size picture (CS Form No. 212 Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
  - b. Photocopy of Service Record/Certificate of Employment duly signed by the Head of Office or his/her Authorized Representative; if applicable
  - c. Photocopy of Official Transcript of Records;
  - d. Photocopy of NBI Clearance/Police Clearance
4. For any inquiries and clarifications, please visit Ms. Ma. Louela C. Moncada, HRMO at the Personnel Section or contact her at 0948-077-2088.
5. For information and guidance.

  
**SORAYA T. FACULO, PhD, CESO VI**  
 Assistant Schools Division Superintendent  
 Officer-in-Charge, Office of the Schools Division Superintendent

