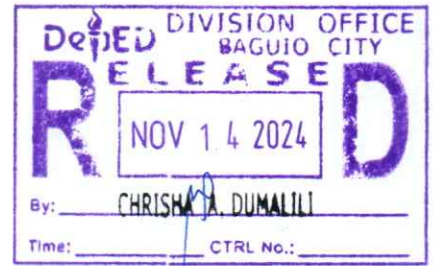




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



**11 NOVEMBER 2024**

**DIVISION MEMORANDUM**

No. 665-2024

**SUBMISSION OF APPLICATION FOR ADMINISTRATIVE AIDE I (UTILITY WORKER 1) 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   | Other Requirements   |
| <b>3<br/>           Administrative Aide I -<br/>           (Utility Worker I)<br/><br/>           Job Order</b> | <b>SG 1<br/>           Php<br/>           13,530.00</b> | Must be a High School Graduate<br><br>Must have basic knowledge on carpentry and electrical works | None required | None required | None required | Preferable male<br><br>Must be willing to work in different shifts |


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 **November 29, 2024** at DepEd-Baguio Schools Division Office to be received at the Records Section. All applications received beyond **November 29, 2024** will not be accepted.

3. The following required documents should be submitted in a folder:

- 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);
- Photocopy of Service Record/Certificate of Employment duly signed by the Head of Office or his/her Authorized Representative; if applicable
- Photocopy of Official Transcript of Records;
- Photocopy of Certificate of Trainings; if applicable

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**  
 Schools Division Superintendent *RF*

