



Republic of the Philippines
DEPARTMENT OF EDUCATION

Region III

SAPANG PALAY NATIONAL HIGH SCHOOL

City of San Jose del Monte 3024, Bulacan

Telefax (044) 815-0823 e-mail add: spnhs.deped@yahoo.com



NOTICE OF VACANT POSITION

ADMINISTRATIVE AIDE IV (Salary Grade 4)

Place of Assignment: Sapang Palay National High School

Qualification Standards:

Education : Completion of two (2) years in college
Experience : None required
Training : None required
Eligibility : Career Service (Sub professional) First Level

***INTERESTED AND QUALIFIED APPLICANTS SHOULD SUBMIT
THE FOLLOWING DOCUMENTS.***

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 2012, Revised 2017)
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

Please address your application letter to:

WILMA M. AQUINO
Principal IV

Fatima V, Area E, City of San Jose del Monte,
Bulacan

spnhs.deped@yahoo.com

Deadline of Submission:

January 22, 2017

Date of Interview:

January 24, 2017