



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

September 30, 2022

DIVISION MEMORANDUM

No. 369, s. 2022

**EXTENSION OF THE FILING OF APPLICATION LETTER WITH
COMPLETE DOCUMENTARY REQUIREMENTS FOR DRIVER I AND
ACCOUNTANT I POSITIONS AS ADDENDUM AND CORRIGENDUM TO
REGIONAL MEMORANDUM NO. 404, S. 2022 TITLED:
RECRUITMENT AND SELECTION OF APPLICANTS
FOR VACANT POSITIONS**

To: OIC, Office of the Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools

1. Attached is **Regional Memorandum No. 745 s, 2022**, titled “**Extension of the filing of Application Letter with Complete Documentary Requirements for Driver I and Accountant I Positions as Addendum and Corrigendum to Regional Memorandum No. 404, s. 2022 titled: Recruitment and Selection of Applicants for Vacant Positions**”.
2. Immediate dissemination of this Memorandum is desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects:

HIRING

RECRUITMENT

SELECTION



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osds/admin



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Department of Education
REGION VI – WESTERN VISAYAS.

REGIONAL MEMORANDUM

No. 745 s. 2022

SEP 28 2022

EXTENSION OF THE FILING OF APPLICATION LETTER WITH COMPLETE DOCUMENTARY REQUIREMENTS FOR DRIVER I AND ACCOUNTANT I POSITIONS AS ADDENDUM AND CORRIGENDUM TO REGIONAL MEMORANDUM NO. 404, s. 2022 TITLED: RECRUITMENT AND SELECTION OF APPLICANTS FOR VACANT POSITIONS

TO: Schools Division Superintendents
Chiefs of Functional Divisions
All Others Concerned

1. Relative to Regional Memorandum No. 404, s. 2022 titled: **Recruitment and Selection of Applicants for Vacant Positions**, this Office announces the extension of the filing of application letter with complete documentary requirements for **Driver I** and **Accountant I** positions until October 7, 2022.

2. In line with the redesigned Driver's License issued by Land Transportation Office, the required License Code of at least **"B1"** is added to the minimum Qualification Standards of the Driver I position, viz:

POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ADMINISTRATIVE AIDE IV (Driver II) OSEC-DECSB-ADA4-420105-2004	4	Elementary School Graduate	None Required	None Required	Professional Driver's License / Driver's License Code with at least B1 ¹ (CSC MC No. 10 s. 2013 - Cat. IV)

¹ Vehicles up to 5,000 kgs. Gross Vehicle Weight (GVW) with nine (9) or more seats

3. Minimum Qualification Standards of Accountant I position, viz:

POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
ACCOUNTANT I OSEC-DECSB-A1-420052-1998	12	Bachelor's Degree relevant to the Job	None Required	None Required	RA 1080 (CPA)
ACCOUNTANT I OSEC-DECSB-A1-420100-2014	12	Bachelor's Degree relevant to the Job	None Required	None Required	RA 1080 (CPA)
ACCOUNTANT I OSEC-DECSB-A1-420101-2014	12	Bachelor's Degree relevant to the Job	None Required	None Required	RA 1080 (CPA)

