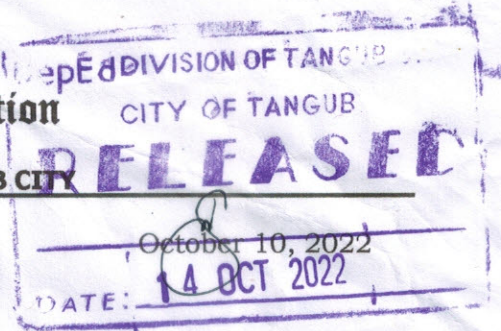




Republic of the Philippines  
Department of Education  
Region X  
SCHOOLS DIVISION OF TANGUB CITY



DIVISION MEMORANDUM  
No. 297, s. 2022

**CONDUCT OF SELECTION AND HIRING OF FIELD ENUMERATOR FOR  
ALTERNATIVE LEARNING SYSTEM (ALS) LEARNING CENTERS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Personnel Selection Committee  
ALS Focal Person  
All Concerned  
This Division

1. Pursuant to the Joint Memorandum (DM-CI-2022-231) dated June 20, 2022 entitled "**Conduct of Inventory of Alternative Learning System Community Learning Centers in the Schools Division Offices**", this Office announces the hiring of one (1) Field Enumerator who shall meet the following qualifications:
  - a. At least Senior High School graduate; or at least two (2) years in college;
  - b. Knowledgeable in using Microsoft Excel, Google Drive and Google Forms;
  - c. Has a laptop/iPad/tablet with the latest Operating System (OS), processor, at least 8GB of Random Access Memory (RAM), and with virus protection software/application.
  - d. Residing within the jurisdiction of the SDO;
  - e. In good physical condition; and
  - f. Willing to undergo orientation on the conduct of the ALS CLC Inventory and comply with the required research protocols.
2. Interested qualified applicants regardless of age, civil status, disability, religion, ethnicity, and political affiliation must submit their letter of intent indicating their contact number on or before October 14, 2022.
3. Applicants shall submit supporting documents in two (2) copies addressed to Officer In charge, Office of the Schools Division Superintendent, Attention: Lorena P. Serrano, CESO VI, Assistant Schools Division Superintendent, Chairman of the Recruitment, and Selection Committee on or before October 21, 2022. Documents shall be arranged in the following order, to wit:
  - a. Letter of intent;
  - b. CSC Form 212 (Revised 2017) with 2x2 ID picture;
  - c. Photocopy of the Voter's ID and/ or any proof of residency;
  - d. Transcript of Records/SHS Diploma; and
  - e. Other documents relevant to the applied positions.



Address: Anecito Siete St. Mantic, Tangub City  
Telephone: (088) 530 - 5988



Republic of the Philippines  
**Department of Education**  
Region X  
**SCHOOLS DIVISION OF TANGUB CITY**

4. The documents shall be arranged accordingly to sequence of items enumerated in the previous paragraph which includes a table of contents.

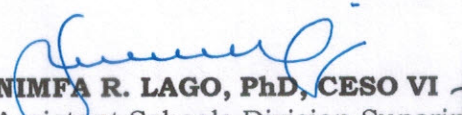
- Each sheet must bear a page number.
- Fastened at the top portion inside the folder while the tabbing according to the table of contents (a-i) and (a-l) shall be at the bottom of the documents.
- The applicants shall prepare 2 sets of pertinent documents following the above preparation.
- The original copies of the documents shall be brought during the interview/deliberation.
- Only the qualified applicants who can attend the interview/deliberation shall be included in the rank list.

5. Below is the schedule of activities for the guidance of all interested applicants.

Positions	Orientation (Online via Google Meet)	Deadline for Submission of Documents	Schedule for interview and Evaluation of Documents (Face to Face)
Field Enumerator	October 19, 2022 @ 9:30-10:00 AM  <a href="https://meet.google.com/wpn-haho-xhk">https://meet.google.com/wpn-haho-xhk</a>	October 21, 2022	October 26, 2022

6. Attached is the said Joint Memorandum for information and guidance.

7. Immediate and wide dissemination of this Memorandum is desired.

  
**NIMFA R. LAGO, PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent

NRL/EAB

Incl: As stated

Reference: Joint Memorandum DM-CI-2022-231

To be indicated in the Perpetual Index

under the following subjects:

**RECRUITMENT SELECTION APPLICANT POLICY**

ALS

📍 **Address:** Anecito Siete St. Mantic, Tangub City

☎ **Telephone:** (088) 530 - 5988

