



Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON  
**CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO**  
NAZARENE VILLE ELEMENTARY SCHOOL  
SAN ROQUE, ANTIPOLO CITY

Office of the Principal

March 18, 2024

SCHOOL UNNUMBERED MEMORANDUM

**IMMEDIATE HIRING OF JOB ORDER EMPLOYEES**

TO : Administrative Officer II  
All Interested Applicants  
Others Concerned

1. In compliance to DepEd Order no. 002, s. 2024, this Office announces the immediate hiring of Job Order employees who will render services in various programs in the City Schools Division Office of Antipolo – Nazarene Ville Elementary School.
2. The Qualification Standards (QS) of the said positions are as follows:

Position	Salary	Education	Experience	Training	Eligibility
Canteen Manager (Canteen Hired)	₱479	At least 2 years in College; Computer literate; with good oral and written communication	None required but can work under minimum supervision and pressure	None required but flexible and can easily learn	None required
Canteen Helpers/ Admin. Support Staff (Canteen Hired)	₱479	At least entered Elementary or High School	None required but can work under minimum supervision and pressure	None required but flexible and can easily learn	None required
Administrative Support Staff/Coordinator/s (MOOE-funded)	₱479	College Graduate	At least 1 year relevant to the tasks and can work under minimum supervision and pressure	None required but flexible and can easily learn	None required



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3. Documents of interested applicants may be submitted at the Administrative/Principal's Office or via the school email address [109333@deped.gov.ph](mailto:109333@deped.gov.ph) on or before March 20, 2024.
4. This Office adheres to the existing *Equal Opportunity Principle (EOP)* espoused by the Civil Service Commission (CSC) which states that there shall be no discrimination based on gender identity, sexual orientation, disabilities, political affiliation, religion and/or indigenous group membership in the implementation of its Selection/Hiring Plan.
5. Immediate and wide dissemination of this memorandum is desired.

  
**GEOFFREY T. UNIDA**  
School Principal I