



January 5, 2015

TO : ALL CONCERN

FROM: CHERRY MAE L. LIMBACO, Ph.D., CESO V
 Schools Division Superintendent

**SUBJECT: RANKING FOR ADMINISTRATIVE ASSISTANT III,
 ADMINISTRATIVE ASSISTANT II, ADMINISTRATIVE ASSISTANT I,
 ADMINISTRATIVE AIDE VI**

1. This Office announces the ranking of qualified applicants for ADMINISTRATIVE ASSISTANT III, ADMINISTRATIVE ASSISTANT II, ADMINISTRATIVE ASSISTANT I, ADMINISTRATIVE AIDE VI, this Division.
2. The ranking shall abide with the guidelines stipulated in DepED Order No. 66, s. 2007, otherwise known as "Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions."
3. The following qualification standards shall be considered:

Position Title/SG	Education	Experience	Training	Eligibility
Administrative Assistant III SG 9	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	CS (Sub-Professional) First Level Eligibility
Administrative Assistant II SG 8	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	CS (Sub-Professional) First Level Eligibility
Administrative Assistant I SG 7	Completion of 2 years studies in college	Not required	Not required	CS (Sub-Professional) First Level Eligibility
Administrative Aide VI SG 6	Completion of 2 years studies in college	Not required	Not required	CS (Sub-Professional) First Level Eligibility

4. Interested applicants shall submit their application letter together with one folder of photocopied documents on or before February 11, 2015 to **CHERRY MAE L. LIMBACO, Ph.D., CESO V**, Schools Division Superintendent, as follows:
 - a. Application letter;
 - b. Accomplished Form 212 with 2x2 picture;
 - c. Performance rating for the last three rating periods;
 - d. Updated copy of service record;
 - e. Transcript of records;
 - f. Certificate of registration/ license;
 - g. all available and eligible pertinent documents as stipulated in DepEd Order No. 66, s. 2007; and
 - h. Omnibus certification of authenticity and veracity of all documents submitted.
5. Applicants shall bring the original copies of the documents they have submitted for the deliberation and interview on February 17, 2015 at 8:00 a.m., at the Office of the OIC-ASDS.

6. The selection process shall abide with the following timeline :

January 19- February 10	Announcement of the vacant position for the selection process of the Division Office and schools concern
February 11	Deadline for submission of pertinent documents by the interested applicants to the Schools Division Superintendent Listing of all interested applicants who submitted their documents
February 17 8:00 a.m.	Further assessment (written exam, skill test, interview) of the applicants for : Administrative Assistant III Administrative Assistant II Administrative Assistant I Administrative Aide VI
February 18 March 9	Posting of the selection line-up in three (3) conspicuous places

7. The Personnel Selection Board (PSB) is composed of the following:

Chairman :	JEAN G. VELOSO OIC-Office of the Assistant Schools Division Superintendent	
Members :	MARIO T. ARROYO HRM Designate	MANOLITO V. SALE MOPSTEA President
	BERNADETTE P. SAMACO Administrative Officer V	RHODORA L. GALLARES Education Program Supervisor
	LYNNETH R. ABROGUEÑA PESPA President	REYNALDO S. CABILLAN DAPSCII President
Secretariat:	CLARIBEL A. RODRIGUEZ Administrative Assistant III	

8. Immediate dissemination of this Memorandum to all concerned is enjoined.

CHERRY MAE L. LIMBACO, Ph. D., CESO V
Schools Division Superintendent

CLL/jgv
To be indicated in the Perpetual Index
Under the following subjects:

PERSONNEL

SELECTION

SCHOOLS