



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

April 27, 2022

DIVISION MEMORANDUM

No. 243 s. 2022

TO : ALL INTERESTED APPLICANTS
This Division

**SUBJECT: CONDUCT OF SELECTION FOR ADMINISTRATIVE AIDE VI FOR
THE OFFICE OF THE SCHOOLS DIVISION
SUPERINTENDENT(OSDS)**

1. This Office announces the ranking of qualified applicants for Administrative Aide VI.
2. The following qualification standards shall be considered:

Position	Education	Experience	Training	Eligibility
Administrative Aide VI -SG 6	Completion of 2 years studies in college	1 year relevant experience	4 hours of relevant training	CS (Sub-Professional) First Level Eligibility

3. Interested applicants shall submit one folder of photocopied documents on or before May 12, 2022 together with the application letter addresses to the Schools Division Superintendent.

- a. Application letter/Letter of Intent;
- b. Accomplished Form 212 with 2"x2" picture;
- c. Lates Performance rating for the last three rating periods;
- d. Updated copy of service record;
- e. Transcript of records (Not certification from the registrar);
- f. Certificate of registration/Renewed PRC 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.

4. Certificate of participation to national/international training must be supported with a certified copy of the **authority to travel**/participate in said national/international training and a **Re-entry Plan** in order for the points of such document be credited to the applicant's points. Training beyond five (5) years from the date of announcement will not be given points. Moreover, article published for wide circulation in the local, national or international paper must be supported it with the author's **notarized sworn affidavit** stating that the article was originally written by him/her and that nobody wrote it for him or her whether for free or with a corresponding payment.

5. The cut-off date of the Certificates of Participation to training, Consultancy/Resource Speakership, Action Research, Innovations, Publication of an article and other pertinent documents for the said selection shall be two (2) months before the date of the posting of this Division Memorandum. Action research and innovation must have approval sheet with manuscript and abstract.

6. Applicants shall bring original copies of the documents they have submitted for the interview/deliberation at the office of the Assistant Schools Division Superintendent on a schedule which shall be announced later.

7. For the entire duration of the activity, all the applicants shall adhere DepEd Order No.29 s. 2002 on this Office's Implementation of Equal Opportunity Policy (EOP), that is regardless of age, sex, sexual orientation, gender, gender identity, civil status, disability, religion, ethnicity, and political affiliation, among others.

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

Chairman : **NIMFA R. LAGO, PhD. CESO VI**
Asst. Schools Division Superintendent

Members : **INGRID C. HEBRON**
AO V

MELANIE C. ESTENZO
AO IV

MARIA ASUNCION G. RAFOLS
MOPSTEA President

MARK LORREN T. TEJANO
NEU President

Secretariat: **CLARIBEL A. RODRIGUEZ**
Administrative Assistant III

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



JONATHAN S. DELA PEÑA, Ph. D., CESO V
Schools Division Superintendent

JSD/clr