



Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF MISAMIS ORIENTAL**  
Del Pilar-Velez St., Cagayan de Oro City



July 4, 2017

**DIVISION MEMORANDUM**

No. 300 s. 2017

**TO: ELEMENTARY SCHOOL HEADS**  
This Division

**CONDUCT OF SELECTION FOR ADMINISTRATIVE ASSISTANT III  
FOR INITAO DISTRICT**

1. This Office announces the ranking of qualified applicants for ADMINISTRATIVE ASSISTANT III for Initao District 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

4. Interested applicants shall submit their application letter together with one folder of photocopied documents on or before July 25, 2017 together with the application letter addresses to the 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 interview/deliberation at the Office of the Assistant Schools Division Superintendent on a schedule which will be announced later.
6. Only the qualified applicants who can attend the interview/deliberation shall be included in the selection line-up.

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** **MA. ASUNCION G. RAFOLS**  
Administrative Assistant II MOPSTEA President

**BERNADETTE P. SAMACO** **MELANIE C. ESTENZO**  
Administrative Officer V HRMO

**LYNNETH R. ABROGUEÑA**  
PESPA President

Secretariat: **CLARIBEL A. RODRIGUEZ**

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

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

CLL/jgv