



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

July 7, 2023

**DIVISION MEMORANDUM**

No. 379 s. 2023

**TO: ALL INTERESTED AND QUALIFIED APPLICANTS**  
This Division

**SUBJECT: RANKING FOR ADMINISTRATIVE ASSISTANT III AND**  
**ADMINISTRATIVE ASSISTANT II**

1. This Office announces the ranking of qualified applicants for Administrative Assistant III and Administrative Assistant II, this Division.
2. The ranking shall abide with the guidelines stipulated in DepEd Order No.007, s. 2023, otherwise known as “Guidelines on the Recruitment, Selection, and Appointment in the Department of Education.”
3. The following are the basic qualifications for the identified vacant positions:

Position Title/SG	Education	Experience	Training	Eligibility
Administrative Assistant III SG 9/21,211 Monthly Salary Item Nos. 660152-2017;660048-2014;660053-2014; 660054-2014;660158-2017;660041-2014; 660177-2017;660157-2017;660166-2017	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-8/19744 Monthly Salary Item Nos. 660051-2018;660151-2017;660161-2017; 660162-2017;660163-2017;660166-2017; 660167-2017;660277-2016;660278-2016; 660282-2016;660299-2016;660306-2016	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 one folder of photocopied documents on or before July 18, 2023 to the Schools Division Superintendent as follows.
  - a. Application letter;
  - b. Accomplished Form 212 with 2x2 picture;
  - c. Latest Performance Rating ;
  - 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. 007, s. 2023; 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 at the Office of the Assistant Schools Division Superintendent on a schedule date which will be announced later.

6. Additional documents submitted after the deadline shall never be accepted nor be given points during evaluation and interview.

7. For the entire duration of the activity, all the applicants shall adhere DepEd Oder 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. Only the qualified applicants who can attend the interview/deliberation shall be included in the selection line-up.

9. The Human Resource Merit Promotion and Selection Board (HRMPSB) is composed of the followi

Chairman : **ERLINDA G. DAEL, PhD, CESE**  
Asst. Schools Division Superintendent

Members : **MARIA TERESA M. ABSIN**  
SGOD Chief

**MARK LORREN T. TEJANO**  
AO V/Budget Officer

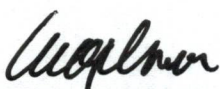
**RHODORA L. GALLARES**  
Education Program Supervisor  
OIC AO V

**MELANIE C. ESTENZO**  
HRMO/AO IV

**JOCELYN B. SALISID/AUBREY MARIE CRISTINE B. TABOR**  
Level 1 Non-Teaching Representative

Secretariat: **CLARIBEL L. RODRIGUEZ**  
**BETTY P. SALIRING**

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

  
**EDILBERTO L. OPLENARIA, EdD., CESO V**  
Schools Division Superintendent 