



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



August 16, 2017

**DIVISION MEMORANDUM**  
 No. 415 s. 2017

**TO : ALL INTERESTED APPLICANTS**

**SUBJECT: RANKING FOR ADMINISTRATIVE ASSISTANT III AND ADMINISTRATIVE ASSISTANT II FOR THE IDENTIFIED SCHOOLS.**

1. This Office announces the ranking of qualified applicants for ADMINISTRATIVE ASSISTANT III and ADMINISTRATIVE ASSISTANT II for Secondary Schools and Elementary Education, this Division, as follows:

**Administrative Assistant III for:**

- Claveria Central School
- Jasaan Central School
- Libertad Central School
- Magsaysay Central School
- Salay Central School
- Malagana National High School
- Bagooboc National High School
- Danao National High School
- Lourdes Alubijid National High School
- Manticao National High School
- Portulin National High School
- Hinaplanan National High School

**Administrative Assistant II for:**

- Claveria Central School
- Jasaan Central School
- Libertad Central School
- Kinoguitan Central School
- Lugait Central School
- Initao Central School
- Magsaysay Central School
- Manticao Central School
- Salay Central School
- Malagan National High School
- Hinaplanan National High School
- Kalingagan national High School
- Bagooboc National High School
- Danao National High School
- Inobulan National High School
- Lourdes Alubijid NHS
- Manticao National High School
- Portulin National High School
- Rosario National High School
- San Juan National High School

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

4. Interested applicants shall submit their application letter together with one folder of photocopied documents on or before September 9, 2017 at 5:00 p.m. 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 at the Office of the Assistant Schools Division Superintendent on September 14, 2017.

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**  
Assistant Schools Division Superintendent

Members : **MARIO T. ARROYO**                      **MARIA ASUNCION G. RAFOLS**  
HRM Designate                                      MOPSTEA President

**BERNADETTE P. SAMACO**                      **REYNALDO G. CABILLAN**  
Administrative Officer V                              DAPSHHI President

**ERLINDA G. DAEL**                                      **RUDY O. MAGDUGO**  
CID Chief                                                      SGOD Chief

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