



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

August 3, 2022

**DIVISION MEMORANDUM**  
NO. 425 s. 2022

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

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

**SUBJECT: RANKING FOR ADMINISTRATIVE ASSISTANT I (BUDGET OFFICE)**

1. This Office announces the ranking of qualified applicants for Administrative Assistant I, 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 I SG- 7 Item No.660036-2014	Completion of 2 years studies in college	None Required	None 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 August 31, 2022 to the Schools Division Superintendent, as follows:
  - a. Application letter;
  - b. Accomplished Form 212 with 2”x2” 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. 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. 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.

6. 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.
7. Research and Innovation must be supported with abstract, manuscript, approval sheet signed by division committee. For innovation, additional certification and/or letter or any document as proof of fully implemented, adopted in the district, division or regional office.
8. 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.
9. Only the qualified applicants who can attend the interview/deliberation shall be included in the selection line-up.
10. 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
11. The Personnel Selection Board (PSB) is composed of the following:

Chairman : **ERLINDA G. DAEL**  
Chief Education Supervisor-CID  
Officer In-Charge, Office of the  
Assistant Schools Division Superintendent

Members : **INGRID C. HEBRON**  
Administrative Officer V

**MELANIE C. ESTENZO**  
AO IV

**MARIA ASUNCION G. RAFOLS**  
MOPSTEA President

**MARK LORREN T. TEJANO**  
NEU President

Secretariat: **CLARIBEL A. RODRIGUEZ**  
Secretariat

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



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