



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

October 28, 2022

DIVISION MEMORANDUM

No. 639 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 AIDE III AND I (UTILITYWORKER).

1. This Office announces the ranking of qualified applicants for Administrative Aide III and I Utility Worker.
2. The following qualification standards shall be considered:

Position	Education	Experience	Training	Eligibility
Administrative Aide III (Utility Worker I) SG-3	Must be able to read and write	None required	None required	None required
Administrative Aide I (Utility Worker I) SG-I	Must be able to read and write	None required	None required	None required

3. Interested applicants shall submit their application letter together with one folder of photocopied documents on or before November 22, 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.

4. 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 will be announced later.

5. Only the qualified applicants who can attend the interview/deliberation shall be included in the selection line-up.

6. 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.

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

Chairman : **ERLINDA G. DAEL** **MARIA ASUNCION G. RAFOLS**
Asst. Schools Division Superintendent MOPTEA President

Members : **INGRID C. HEBRON** **MARK LORREN T. TEJANO**
AO V NEU President

MELANIE C. ESTENZO
AO IV

Secretariat: **CLARIBEL L. RODRIGUEZ**

Asst. to the Secretariat: **BETTY S. SALIRING**

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



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