



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



April 24, 2018

DIVISION MEMORANDUM

No. 206 s. 2018

TO : ALL INTERESTED APPLICANTS

SUBJECT: RANKING FOR ADMINISTRATIVE ASSISTANT II FOR SENIOR HIGH SCHOOL.

1. This Office announces the ranking of qualified applicants for ADMINISTRATIVE ASSISTANT II for Senior 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 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 May 15, 2018 to **RANDOLPH B. TORTOLA**, 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 May 30, 2018, at 10:00am.

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 : **ROWENA H. PARA-ON**
Assistant Schools Division Superintendent

Members : **MARIO T. ARROYO**
HRM Designate

MARIA ASUNCION G. RAFOLS
MOPSTEA President

BERNADETTE P. SAMACO
Administrative Officer V

REYNALDO G. CABILLAN
DAPSHHI President


ERLINDA G. DAEL
CID Chief

RUDY O. MAGDUGO
SGOD Chief

MELANIE C. ESTENZO
Administrative Officer IV

Secretariat: **CLARIBEL A. RODRIGUEZ**
Administrative Assistant III

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


RANDOLPH B. TORTOLA
Schools Division Superintendent

RBT/clr