



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



December 5, 2019

**DIVISION MEMORANDUM**

NO. 718 s. 2019

**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 III,  
 ADMINISTRATIVE ASSISTANT II AND ADMINISTRATIVE  
 AIDE VI VACANT POSITIONS**

1. This Office announces the ranking of qualified applicants for Administrative Assistant III, Administrative Assistant II and Administrative Aide VI, 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 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
Administrative Aide VI SG 6	Completion of 2 years studies in college	Not Required	Not 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 December 20, 2019 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. Applicants shall bring the original copies of the documents they have submitted for the deliberation and interview at the Office of the ASDS, which shall be announced later.

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 : **RUDY O. MAGDUGO**                      **ERLINDA G. DAEL**  
SGOD CHIEF    CID CHIEF


**RHODORA L. GALLARES**                      **MELANIE C. ESTENZO**  
OIC Administrative Officer V                      HRMO

**MARIO T. ARROYO**  
ADMIN ASSISTANT 2

**MARIA ASUNCION G. RAFOLS**  
MOPSTEA PRESIDENT

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

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

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

JSD/clr