



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



June 19, 2017

TO : SECONDARY SCHOOL PRINCIPAL
Esperanza National High School

FROM: CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent

SUBJECT: RANKING FOR ADMINISTRATIVE ASSISTANT II FOR ESPERANZA NATIONAL HIGH SCHOOL

1. This Office announces the ranking of qualified applicants for ADMINISTRATIVE ASSISTANT II for Esperanza 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 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 August 18, 2017 to the School principal, 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 on August 22, 2017, at the Office of the OIC-ASDS.
6. Immediate dissemination of this Memorandum to all concerned is enjoined.


CHERRY MAE L. LIMBACO, Ph. D., CESO V
Schools Division Superintendent

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