



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
Del Pilar-Velez St., Cagayan de Oro City
(08822)724615, (088)8564454/ Fax (088)8564524



May 5, 2016

DIVISION MEMORANDUM

No. 171 s. 2016

ANNOUNCEMENT OF ADMINISTRATIVE ASSISTANT II POSITIONS

To: EDUCATION PROGRAM SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
SCHOOL HEADS
ALL OTHER CONCERNED

1. The Department of Education, through the Office of the Assistant Secretary for Governance and Operations issued a Memorandum dated April 22, 2016 entitled Allocation of Teaching-Related and Non-Teaching Positions for Senior High School for SY 2016-2017. While waiting for the issuance of NOSCAs, the said Memorandum instructs the field to commence the evaluation of documents submitted by the applicants and strictly comply to the guidelines set forth in DepEd Order No. 19, s. 2016 and DepEd Order Nos 42 and 66 s. 2007.

2. With the above premise, this Office announces the vacancy for Administrative Assistant II Positions with the following functions:

Administrative Assistant II

3. Provides administrative and clerical support to his/her supervisor;
4. May be designated to assist either the Principal/School Head or any of the Assistant Principals;
5. May also be designated as property custodian or to the canteen services of the school, as deemed necessary; and
6. Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head.

7. The following are the basic qualifications for the identified vacant position:

Position	Education	Experience	Training	Eligibility
Administrative Assistant II SG 8	Completion of two years study in college	At least one (1) year relevant experience	4 hours relevant training	Career Service (Sub-Professional) First Level Eligibility

8. Interested and qualified applicants shall submit their documents to the receiving section of the Office addressed to the Schools Division Superintendent on **May 23, 2016**, as follows:

- a. Letter of Intent;
- b. Accomplished Form 212 with 2x2 ID picture;
- c. Performance Rating for the last three rating periods/ three semesters;
- d. Updated copy of service record;
- e. Transcript of records;
- f. Certificate of registration/ license;

- g. All available and eligible documents as stipulated in DepEd Order No. 66, s. 2007; and
- h. Omnibus certification of authenticity and veracity of all documents submitted.

9. A 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.

10. For a published article to be given due points, this Office requires the author to support it with his/her 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.

11. The **cut-off date** of the Certificates of Participation to Training, Consultancy/ Resource Speakership, Action Research, Innovations and other pertinent documents for the said selection shall be on or before the date of the posting of this Division Memorandum.

12. Applicants shall bring the 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.

13. Only the qualified applicants who can attend the interview/ deliberation on the above schedule shall be included in the selection line-up.

14. The Personnel Selection Board (PSB) who shall evaluate the documents of the applicants is composed of the following:

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|--------------|--|--|
| Chairman : | JEAN G. VELOSO
Acting ASDS | |
| Members : | BERNADETTE P. SAMACO
Administrative Officer V | REYNALDO S. CABILLAN
DAPSSHI President |
| | ERLINDA G. DAEL
CID Chief | RUDY O. MAGDUGO
SGOD Chief |
| | MARIO T. ARROYO
HRM Designate | |
| Secretariat: | CLARIBEL A. RODRIGUEZ
Administrative Assistant III | |

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

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

CLL/jgv
To be indicated in the Perpetual Index
under the following subjects:

SELECTION PROMOTION SCHOOL HEADS