



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

DEPARTMENT OF EDUCATION  
 Division of Misamis Oriental  
**RELEASED**  
 DATE: JUL 08 2024  
 BY: *[Signature]*

July 5, 2024

**DIVISION MEMORANDUM**

NO. 423 s. 2024

**TO :** ALL QUALIFIED APPLICANTS  
 This Division

**SUBJECT:** RANKING FOR ADMINISTRATIVE AIDE IV (CLERK II),  
 ADMINISTRATIVE AIDE III (CLERK I) AND ADMINISTRATIVE  
 AIDE 1 (UTILITY WORKER 1) FOR ELEMENTARY SCHOOLS

1. This Office announces the ranking of qualified applicants for Administrative Aide IV, Administrative Aide III and Administrative Aide I.
2. The ranking shall abide with the guidelines stipulated in DepEd Order No. 007, s. 2023, otherwise known as "Guidelines on Recruitment, Selection, and Appointment in the Department of Education."
3. The following qualification standards shall be considered:

Position	Education	Experience	Training	Eligibility
Administrative Aide IV (Clerk II)- SG 4 Item No. 660096-2004	Completion of two years studies in college	None required	None required	CS (Sub-Professional) First Level Eligibility
Administrative Aide III (Clerk I)- SG-3 Item Nos. 660101-2004; 660102-2004; 660103-2004	Completion of two years studies in college	None required	None required	CS (Sub-Professional) First Level Eligibility
Administrative Aide I (Utility Worker 1) SG 1 Item Nos. 660210-2004; 660217-2004; 660228-2004; 660245-2004	Must be able to read and write	None required	None required	None required

4. Interested applicants shall submit their application letter together with one folder of photocopied documents on or before July 23, 2024 to **EDILBERTO L. OPLENARIA**, Schools Division Superintendent, as follows:

- a. Application letter;
- b. Accomplished Form 212 with 2x2 picture;
- c. One year (1) Latest Performance Rating ;
- d. Updated copy of service record;
- e. Transcript of records;(Not certification from the registrar)
- f. Certificate of registration/ Renewed PRC license;
- g. all available and eligible pertinent documents as stipulated in DepEd Order No. 007, s. 2023; and
- h. Omnibus certification of authenticity and veracity of all documents submitted.

*[Handwritten mark]*

5. Training beyond five (5) years from the date of announcement will not be given points. Moreover, 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 two (2) months before the date of the posting of this Division Memorandum.
6. Additional documents submitted after the deadline shall never be accepted nor be given points during evaluation and interview.
7. 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 a scheduled date which will be announced later.
8. For the entire duration of the activity, this Office adheres to DepEd Order No. 29 s. 2002 known as "Merit Selection plan of the Department of Education" and strict implementation of Equal Employment Opportunity Principle (EEOP)" that is regardless of age, sex, sexual orientation gender, gender identity, civil status, disability, religion, ethnicity, and political affiliation, among others.
9. Only the qualified applicants who can submit the documents on time shall be included in the comparative assessment, who shall also join interview/deliberation.
10. The Human Resource Merit Promotion and Selection Board (HRMPSB) is composed of the following:

Chairman : **MARY ANN M. ALLERA**  
Asst. Schools Division Superintendent

Members : **MARIA TERESA M. ABSIN**  
SGOD Chief

**JANICE LOURDES S. RESURRECCION**  
AO V

**MELANIE C. ESTENZO**  
HRMO/AO IV

**MARIA ASUNCION G. RAFOLS**  
Education Program Supervisor  
MOPSTEA President

**MARK LORREN T. TEJANO**  
Budget Officer  
NEU President

Secretariat: **CLARIBEL L. RODRIGUEZ**  
**BETTY P. SALIRING**

11. Immediate dissemination of this Memorandum is enjoined.

  
**EDILBERTO L. OPLENARIA, EdD., CESO V**  
Schools Division Superintendent