



Republic of the Philippines  
 Department of Education  
 Region X – Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**

Sayre Highway, Purok 6, Casisang, Malaybalay City  
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May 10, 2016 DepEd-MALAYBALAY CITY DIVISION

**RELEASED**

**DIVISION MEMORANDUM**

No. 276 s. 2016

Date: MAY 12 2016 Time: 8:20  
 By: [Signature]

**TO :** Chief Education Supervisor & Staff, Curriculum Implementation Division  
 Chief Education Supervisor & Staff, Schools Governance & Operations Division  
 Public Schools District Supervisors  
 School Heads (Elem. & Secondary)  
 Section/Unit Heads and Staff  
 All Others Concerned

*[Signature]*  
**FROM :** EDILBERTO L. OPLENARIA, CESO VI  
 Schools Division Superintendent

**RE : SELECTION AND RANKING FOR POOL OF QUALIFIED APPLICANTS FOR ADMINISTRATIVE AIDE IV (Driver II) POSITION**

1. This is to inform the field that the Selection and Ranking for Pool of Qualified Applicants for Administrative Aide IV (Driver II) Position is now open to all qualified applicants/candidates. Interested applicants should meet the herein qualification standards as embodied in DepED Order No. 66, s. 2007 to wit:

Position	Education	Experience	Training	Eligibility
Administrative Aide IV / Driver II (SG 4)	High School Graduate or completion of relevant vocational / trade course	1 year relevant experience	4 hours of relevant training	Professional Driver's License

2. Qualified applicants are required to submit their letter of intent together with the support documents as enumerated below:

- CSC Form 212 (in black and in handwritten);
- Transcript of Records;
- Eligibility – PRC Rating and unexpired License;
- Performance Rating for the last three (3) rating periods;  
 1<sup>st</sup> and 2<sup>nd</sup> Semester SY 2013-2014;  
 1<sup>st</sup> and 2<sup>nd</sup> Semester SY 2014-2015;  
 1<sup>st</sup> and 2<sup>nd</sup> Semester SY 2015-2016
- Updated Service Records;



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- **Certificate/s of Outstanding/Meritorious Accomplishment:**
  - Outstanding Employee Award;
  - Innovations (Conceptualized an innovative work plan and properly documented and approved by immediate chief and attested by authorized regional/division official;
  - Research and Development Projects;
  - Publication/Authorship;
  - Consultancy/Resource Speakership;
  - Education and Training
  - Certificates of trainings attended not credited during the last promotion;
  - Chairmanship/Co-chairmanship of a technical / planning committee.
- 3. All documents submitted shall be duly authenticated by the Administrative Officer IV-Records, Florabelle R. Porras. Deadline for submission of application is on or before **May 17, 2016**. For inquiry, please see Guia Ma. G. Gamutin Personnel Unit.
- 4. The schedule of screening and interview will be announced later.
- 5. Immediate and wide dissemination of this memorandum is desired.

Copy furnished:  
Records Unit  
Personnel Unit

TO BE POSTED ON THE WEBSITE