



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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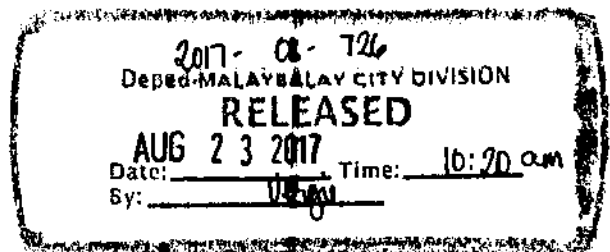


DIVISION MEMORANDUM

No. 406 s. 2017

TO: Chief Education Supervisor & Staff, CID and SGOD
School Heads (Elem. & Secondary)
Section/Unit Heads and Staff
All Others Concerned

FROM: 
EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent



DATE: August 22, 2017

RE: COMPARATIVE ASSESSMENT FOR ADMINISTRATIVE ASSISTANT III AND ADMINISTRATIVE ASSISTANT II POSITIONS

1. This is to inform the field that the Comparative Assessment for ADAS III and ADAS II Positions are 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 Assistant III (SG 9)	Completion of two (2) years in college education <i>(Preferably a graduate of any financial related course)</i>	1 year relevant experience	4 hours of relevant training	Career Service Sub-Prof.-1st Level Eligibility
Administrative Assistant II (SG 8)	Completion of two (2) years in college education <i>(Preferably a graduate of any financial related course)</i>	1 year relevant experience	4 hours of relevant training	Career Service Sub Prof. - 1st Level Eligibility

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

- CSC Form 212 (revised 2017);
- Transcript of Records;
- Eligibility – Certificate of Eligibility / PRC Rating and unexpired License;
- Performance Rating for the last three (3) years; (Numerical Rating)
- Updated Service Records;
- Certificate/s of Outstanding/Meritorious Accomplishment;



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- 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 **August 25, 2017**. 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 IN THE WEBSITE