



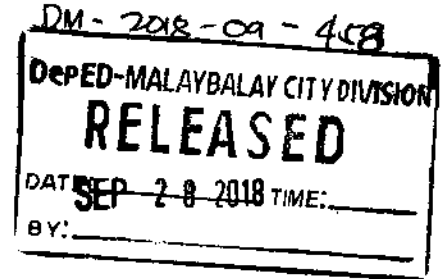
Republic of the Philippines
 Department of Education
 Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY
 Sayre Highway, Purok 6, Casisang, Malaybalay City



DIVISION MEMORANDUM

No. 458, s. 2018

TO: Assistant Schools Division Superintendent
 Chief Education Supervisor, CID and SGOD
 School Head of Bukidnon National High School
 All Others Concerned



FROM: REBONFAMIL R. BAGUIO
 Schools Division Superintendent

DATE: September 27, 2018

**RE: COMPARATIVE ASSESSMENT FOR ADMINISTRATIVE AIDE III OF
 BUKIDNON NATIONAL HIGH SCHOOL**

1. This is to inform the field that the Comparative Assessment for Administrative Aide III is now open to all qualified applicants/candidates. Interested applicants should meet the minimum qualification standards as embodied in DepED Order No. 66, s. 2007 to wit:

Position	Education	Experience	Training	Eligibility
Administrative Aide III (SG 3)	Completion of 2 years studies in College	none required	none required	Career Service - Sub-Professional First 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)
 - for transferees and promotion, must be at least 1 year in the present position
- Updated Service Records;
- 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;



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- Consultancy/Resource Speakership;
 - Education and Training;
 - Certificates of trainings attended not credited during the last promotion;
 - Chairmanship/Co-chairmanship of a technical / planning committee;
 - Omnibus certification as to authenticity and veracity of all documents submitted.

3. Deadline for submission of application documents will be on **October 4, 2018, 5:00 pm only**. Queries relative to this can be relayed to Guia Ma. Gamutin at 0917-706-7745.

4. The schedule of screening and interview will be announced later.

Copy furnished:

Records Unit
Personnel Unit

TO BE POSTED IN THE WEBSITE