



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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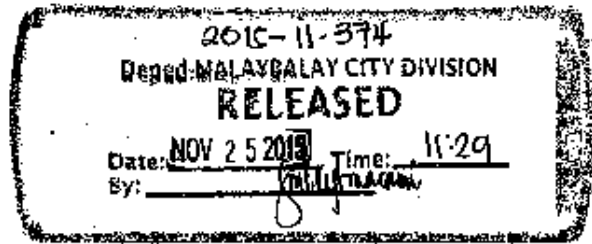


November 24, 2015

DIVISION MEMORANDUM

No. 500 s. 2015

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 ASSISTANT II POSITION

- This is to inform the field that the Selection and Ranking for Pool of Qualified Administrative Assistant 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 Assistant II (SG 8)	Completion of 2 years in College	1 year relevant experience	4 hours of relevant training	C.S. Sub-Prof.-1st Level Eligibility

- Qualified applicants are required to submit their letter of intent together with the support documents as enumerated below:
 - CSC Form 212 (3 copies in black and in handwritten);
 - Transcript of Records;
 - Eligibility – PRC Rating and unexpired License;
 - Performance Rating for the last three (3) rating periods: (NUMERICAL RATING)
 1st and 2nd Semester SY 2014-2015;
 1st and 2nd Semester SY 2013-2014;
 - Updated Service Records;
 - Certificate/s of Outstanding/Meritorious Accomplishment;
 - Outstanding Employee Award;



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- o Innovations (Conceptualized an innovative work plan and properly documented and approved by immediate chief and attested by authorized regional/division official;
 - o Research and Development Projects;
 - o Publication/Authorship;
 - o Consultancy/Resource Speakership;
 - o Education and Training
 - o Certificates of trainings attended not credited during the last promotion;
 - o 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 December 4, 2015. 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