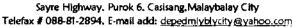


Republic of the Philippines Department of Education Region X - Northern Mindanao

DIVISION OF MALAYBALAY CITY





May 10, 2015 eped MALAYBALAY CITY DIVISION

RELEASED

MAY 1 2 2016 Time: 8: 20

DIVISION MEMORANDUM

No. 276 s. 2016

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

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;

1st and 2nd Semester SY 2013-2014;

1st and 2rd Semester SY 2014-2015:

In and 2nd Semester SY 2015-2016

Updated Service Records;



Republic of the Philippines Department of Education Region X – Northern Mindanao

DIVISION OF MALAYBALAY CITY



Sayre Highway, Purok 6, Casisang, Malaybalay City Telefax # 088-81-2894, E-mall add: depedmlyblycity@yahoo.com

- 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;
 - 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 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