



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



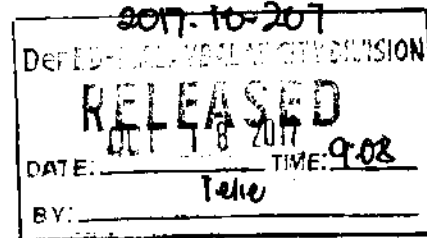
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**DIVISION MEMORANDUM**

No. 530 s. 2017

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

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



**DATE:** October 13, 2017

**RE: COMPARATIVE ASSESSMENT FOR ADMINISTRATIVE AIDE VI (ADA VI) AND ADMINISTRATIVE AIDE III (ADA III) POSITIONS**

1. This is to inform the field that the Comparative Assessment for ADA VI and ADA III 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 Aide VI (SG 6)	completion of two (2) year studies in College	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First level 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)**
- Updated Service Records;
- Certificate/s of Outstanding/Meritorious Accomplishment;
- Outstanding Employee Award;



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- 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 **October 20, 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