



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-mail add: depedmyblycity@yahoo.com



DIVISION MEMORANDUM

No. 213 s. 2018

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

011 2018-04-213
 DepED-MALAYBALAY CITY DIVISION
RELEASED
 DATE: APR 20 2018 TIME: 4:00
 Tele

FROM: REBONFAMIL R. BAGUIO
 Schools Division Superintendent

DATE: April 18, 2018

RE: COMPARATIVE ASSESSMENT FOR NON TEACHING POSITIONS

1. This is to inform the field that the Comparative Assessment for ADAS III (Sr. Bookkeeper) and Administrative Aide VI 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 Aide VI (SG 6)	Completion of two (2) years in college education <i>(Preferably a graduate of any financial related course and male applicant for Supply Unit)</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;



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- Performance Rating for the last three (3) years; (Numerical Rating)
 - **for transferees and promotion, must be 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;
 - 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 or before **April 25, 2018, 5:00 pm only**. 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