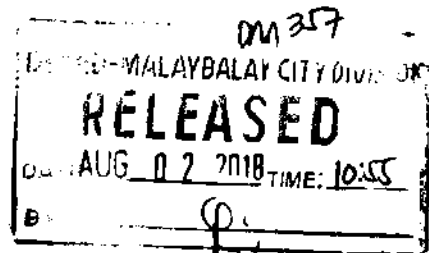




Republic of the Philippines
Department of Education
 DIVISION OF MALAYBALAY CITY



DIVISION MEMORANDUM

No. 357 s. 2018

**TO: Assistant Schools Division Superintendent
 Chief Education Supervisors and Staff, CID and SGOD
 School Heads (Elementary and Secondary)
 Section/Unit Heads and Staff
 All Others Concerned**

FROM: REBONFAMIL R. BAGUIO
 Schools Division Superintendent

DATE: July 31, 2018

**RE: MERIT SELECTION AND COMPARATIVE ASSESSEMENT FOR
 ADMINISTRATIVE ASSISTANT II, ADMINISTRATIVE ASSISTANT I AND
 ADMINISTRATIVE AIDE VI POSITIONS**

This is to inform the field that the merit selection and comparative assessment for **Administrative Assistant II, Administrative Assistant I, and Administrative Aide VI** positions are now open to all qualified applicants. Interested applicants should meet the minimum Qualification Standards provided in DepED Order No. 66, s. 2007, to wit:

Position	Education	Experience	Training	Eligibility
Administrative Assistant II (SG 8)	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 Professional - 1st Level Eligibility



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

Administrative Assistant I (SG 7)	Completion of two (2) years in college	1 year relevant experience	4 hours of relevant training	Career Service Sub Professional – 1 st Level Eligibility
Administrative Aide VI (SG 6)	Completion of two (2) years studies in college	1 year relevant experience	4 hours of relevant training	Career Service Sub Professional – 1 st Level Eligibility

Interested and qualified applicants should signify in writing. Attach the following documents to the application letter:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CSC Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
2. Photocopy of Transcript of Records;
3. Photocopy of certificate of eligibility/PRC rating and unexpired License;
4. Performance Rating for the last three (3) years with numerical rating duly signed by the rater and ratee per rating period.

Performance rating in the present position for one (1) year (if applicable)
Section 95, Rule IX of CSC MC No. 24, s. 2017 states that, *“An employee should have obtained at least Very Satisfactory performance rating for one (1) year in the present position before being considered for promotion.”*

Item III.A. of DepED Order No. 66, s. 2007 also provides that the *“Performance Rating of the candidates for the last three (3) rating periods prior to screening should be at least Very Satisfactory.”*

5. Updated Service Records;
6. Certificate/s of Outstanding/Meritorious Accomplishment;
7. Outstanding Employee Award;
8. Innovations (Conceptualized an innovative work plan and properly documented and approved by immediate chief and attested by authorized regional/division official);



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

9. Research and Development Projects;
10. Publication/Authorship;
11. Consultancy/Resource Speakership;
12. Education and Training;
13. Certificates of trainings attended not credited during the last promotion;
14. Chairmanship/Co-chairmanship of a technical / planning committee.
15. Omnibus certification as to authenticity and veracity of all documents submitted.

Deadline for submission of application will be on **August 15, 2018 until 5:00PM only**.
Queries relative to this can be relayed to Jutchel L. Nayra, Administrative Officer V/OIC-
Personnel Services (09363966953).

For immediate and widest dissemination.

Copy furnished:
Records Unit
Personnel Unit
AO File

TO BE POSTED IN THE WEBSITE