

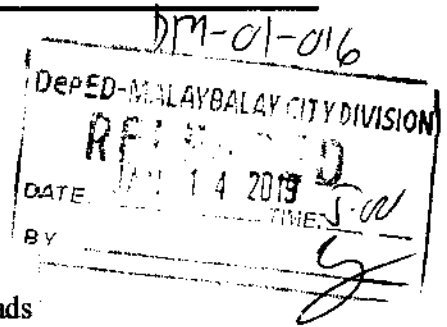


Republic of the Philippines  
**Department of Education**  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**

**DIVISION MEMORANDUM**

No. 016, s. 2019

TO: Assistant Schools Division Superintendent  
Chief Education Supervisor, CID and SGOD  
Elementary and Secondary School Heads  
Administrative, Accounting and Budget Services Heads  
All Others Concerned



FROM: **REBONFAMIL R. BAGUIO**  
Schools Division Superintendent

DATE : January 14, 2019

RE : **MERIT SELECTION AND COMPARATIVE ASSESSMENT FOR  
ADMINISTRATIVE ASSISTANT III (SECRETARY)**

1. This is to inform the field that the Comparative Assessment for ADAS III (Secretary) 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 III (SG 9)	Completion of two (2) years in college education	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;
- Performance Rating for the last three (3) years; (Numerical Rating)  
- for transferees and promotion, must be atleast 1 year in the present



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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 of submission will be on January 18, 2018.** Queries relative to this can be relayed to Guia Ma. G. Villahermosa at 09177067745.

4. The schedule of screening and interview will be announced later.

Copy furnished:

Records Unit  
Personnel Unit

TO BE POSTED ON THE WEBSITE