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:

<table>
<thead>
<tr>
<th>Position</th>
<th>Education</th>
<th>Experience</th>
<th>Training</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant III (SG 9)</td>
<td>Completion of two (2) years in college education</td>
<td>1 year relevant experience</td>
<td>4 hours of relevant training</td>
<td>Career Service Sub-Prof.-1st Level Eligibility</td>
</tr>
</tbody>
</table>

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 transfers and promotion, must be at least 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