



Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

DM-2021-12-693
 DEPED MALAYBALAY CITY DIVISION
 RELEASED
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 BY: [Signature]

DIVISION MEMORANDUM

No. 693, s. 2021

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

FROM: *for* *WJ* **VICTORIA V. GAZO, PhD., CESO V**
 Schools Division Superintendent

DATE: December 6, 2021

SUBJECT: Announcement on the Submission of Pertinent Documents for Non-Teaching Positions

1. This Office announces the selection process of the following vacant positions in this Division to wit: **Administrative Aide VI, Administrative Assistant I, II, and III.** Applicants to the position 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	none	none	Career Service (Sub-Professional) First Level Eligibility
Administrative Assistant I (SG 7)	completion of two (2) year studies in College	none	none	Career Service (Sub-Professional) First Level Eligibility
Administrative Assistant II (SG 8)	completion of two (2) year studies in College	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility



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Administrative Assistant III (SG 9)	completion of two (2) year studies in College	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
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2. Interested qualified applicants are required to submit the following pertinent documents properly ear marked to this Office on or before **December 14, 2021**.

- 2.1. Application letter addressed to the Schools Division Superintendent
- 2.2. Duly accomplished Personal Data Sheet (Revised 2017 form 212) with recent 2x2 picture attached
- 2.3. Copy of transcript of records
- 2.4. Eligibility – Certificate of Eligibility / PRC Rating and unexpired license
- 2.5. Performance Ratings for the last three (3) years (numerical)
- 2.6. Updated Service Records
- 2.7. Certificate/s of Outstanding/Meritorious Accomplishment;
 - a) Outstanding Employee Award;
 - b) Proof of Innovations (Conceptualized an innovative work plan and properly documented and approved by immediate chief and attested by authorized regional/division official;
 - c) Research and Development Projects;
 - d) Publication/Authorship;
 - e) Consultancy/Resource Speakership;
- 2.8. Certificates of trainings attended not credited during the last promotion;
- 2.9. Proof of Chairmanship/Co-chairmanship of a technical / planning committee;
- 2.10. Omnibus certification as to authenticity and veracity of all documents submitted.

3. Qualified applicants shall be notified on the date of interview which shall be on January 2022. They shall bring the original copy of their pertinent documents during the interview.

4. Queries relative to this can be relayed to Guia Ma. G. Villahermosa, Administrative Officer IV/HRMO at 09177067745.

5. Immediate dissemination of this memorandum is desired.

Copy furnished:
Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE



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