



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

DM-2022-01-045  
DEPED MALAYBALAY CITY DIVISION  
(RELEASED)  
DATE: JAN 20 2022  
TIME: 1:20 pm  
BY: JAK

**DIVISION MEMORANDUM**

No. 045, s. 2022

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

**FROM:** *[Signature]* **VICTORIA V. GAZO, PhD., CESO V**  
Schools Division Superintendent

**DATE:** January 19, 2022

**SUBJECT: ANNOUNCEMENT OF VACANCIES FOR ADMINISTRATIVE AIDE I AND SECURITY GUARD**

1. This Office announces the selection process of the vacant Administrative Aide I and Security Guard in this Division. 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 I (SG 1) <i>(preferably with skills on carpentry and lawn mowing)</i>	Must be able to read and write	none required	none required	none required
Security Guard I (SG 3)	High School Graduate	none required	none required	Security Guard License (MC11, s. CATII)

2. Interested qualified applicants are required to submit the following pertinent documents **properly ear marked** to this Office on or before **January 28, 2022**.

- 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)





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- 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 February 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 at 09177067745.
5. Immediate dissemination of this memorandum is desired.

Copy furnished:

Records Unit  
Personnel Unit

TO BE POSTED ON THE WEBSITE

