



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

PM - 2020 - 7 - 265
 DEPED MALAYBALAY CITY DIVISION
RELEASED
 DATE: 7/6/22 Time: 10:00
 By: _____

DIVISION MEMORANDUM

No. 265, s. 2020

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

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

DATE: July 6, 2020

SUBJECT: ANNOUNCEMENT OF VACANCY FOR ADMINISTRATIVE ASSISTANT II (ADAS II) POSITION

1. This Office announces the selection process of the vacant Administrative Assistant II position 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 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

2. This Office adheres to the Principles of Merit and Fitness and to the Equal Employment Opportunity Principle (EEOP). It ensures no discrimination in the selection of its employees provided Qualification Standards set by the CSC and DepED are met. Thus, all applications regardless of applicant's age, sex, sexual orientation, gender identity, civil status, ethnicity, religion, disability, or political affiliation are treated with respect and equity.

3. Interested qualified applicants are required to submit the following pertinent documents properly ear marked to this Office on or before **July 13, 2020**.

- 3.1. Application letter addressed to the Schools Division Superintendent
- 3.2. Duly accomplished Personal Data Sheet (Revised 2017 form 212) with recent 2x2 picture attached
- 3.3. Copy of transcript of records
- 3.4. Eligibility – Certificate of Eligibility / PRC Rating and unexpired license
- 3.5. Performance Ratings for the last three (3) years (numerical)





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- 3.6. Updated Service Records
- 3.7. 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;
- 3.8. Certificates of trainings attended not credited during the last promotion;
- 3.9. Proof of Chairmanship/Co-chairmanship of a technical / planning committee;
- 3.10. Omnibus certification as to authenticity and veracity of all documents submitted.

4. Persons with Disability (PWD) and Indigenous People (IP) are encouraged to submit their application.

5. Qualified applicants shall be notified on the date of interview which shall be on August 2020. They shall bring the original copy of their pertinent documents during the interview.

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

7. Immediate dissemination of this memorandum is desired.

Copy furnished:

Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE

