



Republic of the Philippines
 Department of Education
 Region X – Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
 Del Pilar-Velez St., Cagayan de Oro City



March 9, 2017

TO : ALL APPLICANTS
 This Division

FROM: CHERRY MAE L. LIMBACO, Ph.D., CESO V
 Schools Division Superintendent

SUBJECT : CONDUCT OF SELECTION FOR ADMINISTRATIVE ASSISTANT II FOR
SENIOR HIGH SCHOOL

1. This Office announces the ranking of qualified applicants for ADMINISTRATIVE ASSISTANT II for Senior High School, this Division.
2. The ranking shall abide with the guidelines stipulated in DepED Order No. 66, s. 2007, otherwise known as "Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions."
3. The following qualification standards shall be considered:

Position Title/SG	Education	Experience	Training	Eligibility
Administrative Assistant II SG 8	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	CS (Sub-Professional) First Level Eligibility

4. Interested applicants shall submit one folder of photocopied documents on or before March 30, 2017 together with the application letter addresses to the Schools Division Superintendent as follows:
 - a. Application letter;
 - b. Accomplished Form 212 with 2x2 picture;
 - c. Performance rating for the last three rating periods;
 - d. Updated copy of service record;
 - e. Transcript of records;
 - f. Certificate of registration/ license;
 - g. all available and eligible pertinent documents as stipulated in DepEd Order No. 66, s. 2007; and
 - h. Omnibus certification of authenticity and veracity of all documents submitted.
5. Applicants shall bring the original copies of the documents they have submitted for the deliberation and interview at the Office of the OIC-ASDS which shall be announced later.
6. Immediate dissemination of this Memorandum to all concerned is enjoined.

CHERRY MAE L. LIMBACO, Ph. D., CESO V
 Schools Division Superintendent

CLL/clr