



**Republic of the Philippines**  
**Department of Education**  
 REGION III – CENTRAL LUZON  
 SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

October 20, 2021

**DIVISION MEMORANDUM**

No. 458, s. 2021

**OPEN RANKING FOR EDUCATION PROGRAM SPECIALIST II AND  
 ADMINISTRATIVE ASSISTANT III**

To: Division Screening Committee  
 All Others Concerned

1. With reference to DepEd Order No. 66 s. 2007 (Revised Guidelines on Appointment and Promotion of other Teaching and Non-Teaching Positions) this Office announces the open ranking for vacant positions, this Division, with the following details:

Position Title:	Education Program	Date and Time of Ranking	Venue
Salary Grade / Salary:	<b>Education Specialist II (1)</b> SG 16 – Php 439,536.00		
<b>Qualification Standards</b>			
Education:	Bachelor's Degree in Education or its equivalent	November 4, 2021 9:00 AM	SDO Conference Hall
Experience:	2 years experience in education research, development, implementation or other relevant experience		
Training:	4 hours of relevant training		
Eligibility:	RA 1080 (Teacher) or Career Service (Professional) Appropriate Eligibility for Second Level Position		

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**Address:** Brgy. Rizal, Science City of Muñoz, 3119  
**Telephone No.:** (044) 806 -2192; **Email Address:** [munozscience.city@deped.gov.ph](mailto:munozscience.city@deped.gov.ph)  
 DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15



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Position Title:	<b>Administrative Assistant III (1)</b>		
Salary Grade / Salary:	SG 9 – Php 235,116.00	November 4, 2021 1:00 PM	SDO Conference Hall
<b>Qualification Standards</b>			
Education:	Completion of two years course / High School Graduate with relevant / trade course		
Experience:	1 year of relevant experience		
Training:	4 hours of relevant training		
Eligibility:	Relevant MC 11 s. 1996 Career Service (Sub-professional) / First level eligibility		

2. The last day of submission of pertinent papers will be on October 29, 2021 at SDO Records Section.
3. Applicants shall be evaluated using the criteria stated in DepEd Order No. 66 s. 2007.
4. Kindly bring original documents on the day of ranking for verification and other purposes.
5. The composition of the Personnel Selection Board will be as follows:

Chairman : ZUREX T. BACAY, PhD  
Assistant Schools Division Superintendent

Members : LARRY B. ESPIRITU, PhD / Chief ES – CID  
BERNARDO A. GARGABITE, EdD / Chief ES – SGOD  
JOHANN M. TABING / ITO  
FHRIESSY CRUZ S. BERMUDA, II / Administrative Officer V  
STELLA MARIE C. DUMALE / Administrative Officer IV



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6. This Office adheres to Equal Employment Opportunity Principle for applicants who needs special attention.
  
7. Immediate and wide dissemination of this Memorandum is desired.

**DANTE G. PARUNGAO, CESO VI**  
Officer-In-Charge  
Office of the Schools Division Superintendent

DEP-ED  
SCIENCE CITY OF MUÑOZ  
**RECEIVED**  
OCT 20 2021  
by:



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