



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

November 11, 2022

DIVISION MEMORANDUM

No. 577, s. 2022

To: Division Screening Committee
 All Others Concerned

OPEN RANKING FOR ADMINISTRATIVE ASSISTANT II and III VACANT POSITIONS

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

Position Title:	Administrative Assistant III	Date and Time of Ranking	Venue
Salary Grade / Salary:	SG 9 – Php 244,080.00	November 25, 2022 9:00 AM	SDO Conference Hall
Qualification Standards			
Education:	Completion of two-year studies in college or High School Graduate with relevant vocational/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		

Loyal, Excellent, Accountable and Dedicated to Service



Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192; **Email Address:** munozscience.city@deped.gov.ph
 DSCM-QMS-QMR-QSF-008 Rev.05 (09.23.22)



Certificate No. 50500731 QM15



Republic of the Philippines
Department of Education

REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

	Administrative Assistant II		
Salary Grade / Salary:	SG 8 – Php 219,012.00		
Qualification Standards			
Education:	Completion of two-years course/High School Graduate with relevant/trade course	November 25, 2022 9:00 AM	SDO Conference Hall
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 November 22, 2022 at SDO Records Section.
3. Applicants who intend to apply are advised to submit the following documents:
 - a. Letter of Intent
 - b. Duly Accomplished Form 212 (Personal Data Sheet)
 - c. Transcript of Records, *Certified True Copy from the Original*
 - d. Performance Rating Sheet for the last three (3) consecutive years, *Certified True Copy from the Original*
 - e. Certificates/Proofs of Outstanding Accomplishments, *Certified True Copy from the Original*
 - f. Service Records, *Certified True Copy from the Original*
 - g. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant
4. Applicants shall be evaluated using the criteria stated in DepEd Order No. 66 s. 2007.
5. In consonance with the Merit Selection Plan of the Department, applicants who shall be included in the Top 5 shall undergo deep selection process and in-depth performance validation through the job immersion of all the top listed applicants by the Human Resource Management Personnel Selection Board. The results of the deep selection and validation shall be the basis for recommendation to the appointing authority.



Loyal, Excellent, Accountable and Dedicated to Service

Address: Brgy. Rizal, Science City of Muñoz, 3119

Telephone No.: (044) 806 -2192; **Email Address:** munozscience.city@deped.gov.ph

DSCM-QMS-QMR-QSF-008 Rev.05 (09.23.22)



Certificate No. 50500731 QM15

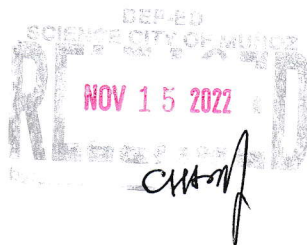


Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

6. Kindly bring original documents on the day of ranking for verification and other purposes.
7. 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
FHRIESSY CRUZ S. BERMUDA, II / Administrative Officer V
STELLA MARIE C. DUMALE / HRMO
JERRY I. CARRIDO / Administrative Aide VI

Secretariat: KIMBERLY JOAN N. TADEO / Administrative Officer II
8. This Office adheres to Equal Employment Opportunity Principle for applicants who needs special attention.
9. Immediate and wide dissemination of this Memorandum is desired.



Fr
DANTE G. PARUNGAO, CESO V
Schools Division Superintendent

DDV/2022/OASDS



Loyal, Excellent, Accountable and Dedicated to Service
Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph
DSCM-QMS-QMR-QSF-008 Rev.05 (09.23.22)



Certificate No. 50500731 QM15