Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

May 19, 2022

DIVISION MEMORANDUM
No. 283 s. 2022

TO : **ALL INTERESTED APPLICANTS**
This Division

FROM: **JONATHAN S. DELA PEÑA, PhD. CESO V**
Schools Division Superintendent

SUBJECT: **RANKING FOR ADMINISTRATIVE AIDE IV (CLERK II) AND ADMINISTRATIVE AIDE III (CLERK I)**

1. This Office announces the ranking of qualified applicants for Administrative Aide IV and Administrative Aide III.

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	Education	Experience	Training	Eligibility
Administrative Aide IV (Clerk II)-SG 4	Completion of two years studies in college	None required	None required	CS (Sub-Professional) First Level Eligibility
Administrative Aide III (Clerk I)-SG 3	Completion of two years studies in college	None required	None required	CS (Sub-Professional) First Level Eligibility

4. Interested applicants shall submit one folder of photocopied documents on or before June 6, 2022 together with the application letter addresses to **JONATHAN S DELA PEÑA**, Schools Division Superintendent as follows;

a. Application letter/Letter of Intent;
b. Accomplished Form 212 with 2"x2" picture;
c. Lates Performance rating for the last three rating periods;
d. Updated copy of service record;
e. Transcript of records (Not certification from the registrar);
f. Certificate of registration/Renewed PRC 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.

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5. Certificate of participation to national/international training must be supported with a certified copy of the **authority to travel**/participate in said national/international training and a Re-**entry Plan** in order for the points of such document be credited to the applicant's points and must not exceed five (5) years as of the date of this memorandum. Moreover, article published for wide circulation in the local, national or international paper must be supported with the author's **notarized sworn affidavit** stating that the article was originally written by him/her and that nobody wrote it for him or her whether for free or with a corresponding payment.

6. The cut-off date of the Certificates of Participation to training, Consultancy/Resource Speakership, Action Research, Innovations, Publication of an article and other pertinent documents for the said selection shall be two (2) months before the date of the posting of this Division Memorandum. Action research and innovation must have approval sheet with manuscript and abstract.

7. Applicants shall bring original copies of the documents they have submitted for the interview/deliberation at the office of the Assistant Schools Division Superintendent on a schedule which shall be announced later.

8. For the entire duration of the activity, all the applicants shall adhere DepEd Oder No.29 s. 2002 on this Office's Implementation of Equal Opportunity Policy (EOP), that is regardless of age, sex, sexual orientation, gender, gender identity, civil status, disability, religion, ethnicity, and political affiliation, among others.

9. The Personnel Selection Board (PSB) is composed of the following:

Chairman : **ERLINDA G. DAEL**
Asst. Schools Division Superintendent

Members : **INGRID C. HEBRON**
AO V

MELANIE C. ESTENZO
AO IV

MARIA ASUNCION G. RAFOLS
MOPSTEA President

MARK LORREN T. TEJANO
NEU President

Secretariat: **CLARIBEL A. RODRIGUEZ**
Administrative Assistant III

10. Immediate dissemination of this Memorandum to all concerned is enjoined.

JONATHAN S. DELA PEÑA, Ph. D., CESO V
Schools Division Superintendent

CLL/clr

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