



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



May 26, 2020

DIVISION MEMORANDUM

No. 15 s. 2020

TO : ALL INTERESTED APPLICANTS
This Division

SUBJECT: CONDUCT OF SELECTION FOR ADMINISTRATIVE AIDE I (UTILITY WORKER I) FOR ELEMENTARY SCHOOLS

1. This Office announces the ranking of qualified applicants for Administrative Aide I.
2. The following qualification standards shall be considered:

Position	Education	Experience	Training	Eligibility
Administrative Aide I (Utility Worker I)	Must be able to read and write	None required	None required	None required

3. Interested applicants shall submit one folder of photocopied documents on or before June 10, 2020 together with the application letter addresses to **JONATHAN S. DELA PEÑA**, Schools Division Superintendent.
 - a. Application letter;
 - b. Accomplished Form 212 with 2"x2" 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.
4. 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 will be announced later.
5. Only the qualified applicants who can attend the interview/deliberation shall be included in the selection line-up.

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

Chairman : **ROWENA H. PARA-ON**
ASDS

Members : **ERLINDA G. DAEL**
CID Chief

INGRID H. HEBRON
AO V

RHODORA L. GALLARES
Education Program Supervisor
OIC SGOD Chief

MARIA ASUNCION G. RAFOLS
MOPSTEA President

MARIO T. ARROYO
ADAS II

MELANIE C. ESTENZO
AO IV

Secretariat: **CLARIBEL A. RODRIGUEZ**
ADAS III

MARK LORRENT T. TEJANO
NEM - President

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


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

CLL/clr