



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

May 31, 2021

DIVISION MEMORANDUM

No. 186, s. 2021

OPEN RANKING FOR VACANT ADMINISTRATIVE AIDE VI POSITION

To: Division Screening Committee
All Others Concerned

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 Administrative Aide VI position, this Division, on June 29, 2021, at 9:00 in the morning, at the Schools Division Office Conference Hall.
2. Applicants should meet the following minimum qualifications as specified in DepEd Order No. 66, s. 2007 (Qualification Standards for the Position Administrative Aide VI), to wit:
 - 2.1 Education: Completion of two years studies in College
 - 2.2 Experience: None Required
 - 2.3 Training: None Required
 - 2.4 Eligibility: Career Service (Sub Professional/First Level Eligibility)
3. Applicants shall submit their pertinent documents for initial evaluation on or before June 23, 2021 at the Records Section.
4. All documents submitted for evaluation must be certified photocopies of the original documents. Original documents must be presented during the evaluation and deliberation process for verification purposes.
5. In consonance with the Merit Selection Plan of the Department, applicants who shall be included in the Top 5 and who obtained the required number of points shall undergo deep selection process and in-depth performance validation 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

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DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15



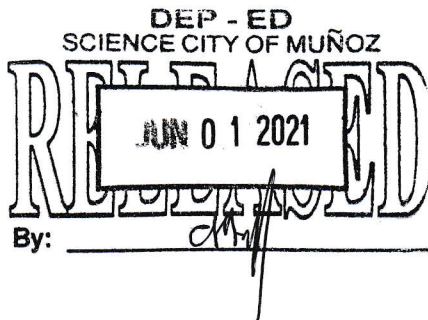
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6. The composition of the Personnel Selection Board will be as follows:

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 / Administrative Officer IV
JOHANN M. TABING/ Information Technology Officer II

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



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

