



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

October 4, 2021

DIVISION MEMORANDUM

No. 417, s. 2021

OPEN RANKING FOR ADMINISTRATIVE ASSISTANT II

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 vacant positions, this Division, with the following details:

Position Title:	Administrative Assistant II (1)	Date and Time of Ranking	Venue
Salary Grade / Salary:	SG 8 – Php 219, 012.00		
Qualification Standards			
Education:	Completion of two years course / High School Graduate with relevant / trade course	October 26, 2021 9:00 AM	SDO Conference Hall
Experience:	1 year of relevant experience		
Training:	4 hours of relevant training		
Eligibility:	Relevant MC11 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.04 (01.31.20)



Certificate No. 50500731 QM15



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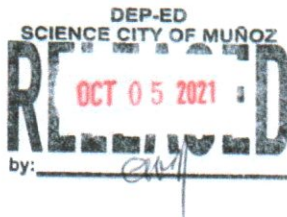
3. Applicants shall be evaluated using the criteria stated in DepEd Order No. 66 s. 2007.
4. Kindly bring original documents on the day of ranking for verification and other purposes.
5. The composition of the Personnel Selection Board will be as follows:

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
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



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