



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

February 21, 2022

DIVISION MEMORANDUM

No. 121, s. 2022

OPEN RANKING FOR THE FOLLOWING VACANT POSITIONS

I. (2) 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, with the following details:

Position Title:	Administrative Assistant II (2)		
Salary Grade:	SG 8- 227, 976.00		
Qualification Standards			
Education:	Completion of two years course/ High School Graduate with relevant/ trade course	March 8, 2022 9:00 AM	SDO Conference Hall
Experience:	1 year relevant experience		
Training:	4 hours relevant training		
Eligibility:	Relevant MC11 s. 1996 career service (sub-professional)/ first level eligibility		

2. Scores from the Open Ranking dated January 11, 2022 will be retained. Old applicants who want to add documents are welcome.
3. New Applicants will undergo Face-to Face evaluation of documents and Behavioral interview.



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



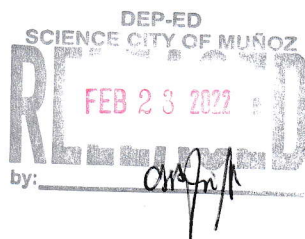
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4. Last day of submission of pertinent paper and additional documents will be on March 7, 2022 at SDO Records Unit.
5. Applicants shall be evaluated using the criteria stated in DepEd Order No. 66 s. 2007.
6. Kindly bring original documents on the 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 : FHRIESSY CRUZ S. BERMUDA, II / Administrative Officer V
Non- Teaching STELLA MARIE C. DUMALE / Administrative Officer IV
JOHANN M. TABING / Information Technology Officer I
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.


DANTE G. PARUNGAO, CESO VI
Schools Division Superintendent



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