



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

January 10, 2023

**DIVISION MEMORANDUM**

No. 20, s. 2023

To: Division Screening Committee  
 All Others Concerned

**OPEN RANKING FOR CASUAL ADMINISTRATIVE AIDE I AND CASUAL  
 ADMINISTRATIVE AIDE IV POSITIONS**

1. With reference to DepEd Order No. 66 s. 2007 (Revised Guidelines on 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:	<b>Administrative Aide I (8)</b>	<b>Date and Time of Ranking</b>	<b>Venue</b>
Salary Grade / Salary:	SG1	January 19, 2023 9:00 AM	SDO Conference Hall
<b>Qualification Standards</b>			
Education:	Must be able to read and write		
Experience:	None		
Training:	None		
Eligibility:	None		
Position Title:	<b>Administrative Aide IV (1)</b>		
Salary Grade / Salary:	SG4		
<b>Qualification Standards</b>			
Education:	Must be able to read and write		
Experience:	None		
Training:	None		
Eligibility:	None		

*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](mailto:munozscience.city@deped.gov.ph)  
 DSCM-QMS-QMR-QSF-008 Rev.05 (09.23.22)



Certificate No. 00500701-00115



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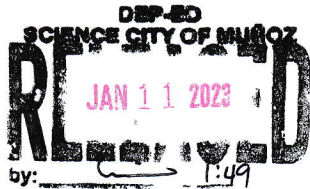
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2. The last day of submission of pertinent papers will be on January 16, 2023, at SDO Records Section.
3. Applicants who intend to apply are advised to submit copies of the following documents:
  - a. Letter of Intent
  - b. Duly Accomplished Form 212 (Personal Data Sheet)
4. Applicants shall be evaluated using the criteria stated in DepEd Order No. 66 s. 2007.
5. Kindly bring original documents on the day of ranking for verification and other purposes.
6. The appointees shall be deployed to MNHS-Main (JHS), MNHS-Main (SHS), and MNHS-Annex (JHS).
7. 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  
WINNIE W. POLI / Education Program Supervisor

Secretariat: KIMBERLY JOAN N. TADEO / Administrative Officer II
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 V**  
Schools Division Superintendent 

DDV/2022/OASDS



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