



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

March 2, 2023

**DIVISION MEMORANDUM**

No. 112, s. 2023

To: Division Screening Committee  
 All Others Concerned

**OPEN RANKING FOR ADMINISTRATIVE AIDE VI VACANT POSITION**

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 position, this Division, with the following details:

Position Title:	<b>Administrative Aide VI</b> (Labor Foreman)	<b>Date and Time of Ranking</b>	<b>Venue</b>
Salary Grade / Salary:	SG 6 – Php 210,636.00		
<b>Qualification Standards</b>			
Education:	High School Graduate	March 15, 2023 8:30 A.M.	SDO Conference Hall
Experience:	None Required		
Training:	None Required		
Eligibility:	None Required		

2. The last day of submission of pertinent papers will be on March 9, 2023 at SDO Records Section.
3. Applicants who intend to apply are advised to submit the following documents:
- a. Letter of Intent
  - b. Duly Accomplished Form 212 (Personal Data Sheet)
  - c. Transcript of Records, *Certified True Copy from the Original*
  - d. Performance Rating Sheet for the last three (3) consecutive years, *Certified True Copy from the Original*
  - e. Certificates/Proofs of Outstanding Accomplishments, *Certified True Copy from the Original*

*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. 50500731 QM15



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- f. Service Records, *Certified True Copy from the Original*
  - g. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant
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 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  
WINNIE W. POLI / Education Program Supervisor  
FHRIESSY CRUZ S. BERMUDA, II / Administrative Officer V  
STELLA MARIE C. DUMALE / HRMO  
JERRY I. CARRIDO / Administrative Assistant III  
Secretariat: KIMBERLY JOAN N. TADEO / Administrative Officer II
  7. This Office adheres to Equal Employment Opportunity Principle for applicants who needs special attention.
  8. Immediate and wide dissemination of this Memorandum is desired.

  
**DANTE G. PARUNGAO, CESO V**  
Schools Division Superintendent



DDV/OASDS/2023



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