



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

20 October 2023

DIVISIONAL MEMORANDUM

No. *317* , s. 2023

CONDUCT OF SELECTION FOR ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) AND ADMINISTRATIVE AIDE III (CLERK I) FOR OZAMIZ CITY NATIONAL HIGH SCHOOL

To : OIC-Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Schools District Supervisor
Public Elementary and Secondary School Heads
All others concerned
This Division

1. This Office announces the Conduct of Selection for **Administrative Assistant III and Administrative Aide III** positions.
2. The selection for the said positions shall be based on DepEd Order 007, s. 2023 using the following qualification standard per CSC QS Manual (1997), as follows:

Position	SG	Education	Training	Experience	Eligibility
Administrative Assistant III (Senior Bookkeeper)	9	Completion of two (2) years studies in college	4 hours of relevant training	1 year of relevant experience	Civil Service (Subprofessional) First level eligibility
Administrative Aide III (Clerk I)	3	Completion of two (2) years studies in college	NONE REQUIRED	NONE REQUIRED	Civil Service (Subprofessional) First level eligibility

3. All interested applicants shall submit the following documentary requirements to this Division:
 - a. Letter of intent addressed to the Head of Office, or to the authorized officer designated by the Head of Office;



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: deped1miz@gmail.com

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- b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- c. Authenticated copy of Certificate of Eligibility/Rating/License/ID;
- d. Authenticated copy scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
- e. Photocopy of Service Record or Certificate of Employment, if applicable;
- f. Photocopy of Certificates of Training, if applicable;
- g. Photocopy of the Performance Rating covering three (3) years performance, if applicable;
- h. Omnibus Sworn Statement;
- i. Checklist of Requirements;
- j. Other documents as may be required in the said ranking guidelines.

4. The application documents shall be submitted **on or before October 31, 2023**, through the **Ms. Rolda A. Monarca, Administrative Officer IV, Ozamiz City National High School**. Schedule of deliberation en banc will be on **November 16, 2023, Ozamiz City National High School**.

5. All vacant positions shall be open to all qualified applicants regardless of age, gender, civil status, disability, religion, and ethnicity.

6. Immediate dissemination and compliance of this Memorandum is enjoined.

NIMEA R. LAGO, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent *pl*

AJS/DM – Conduct of Selection for ADAS III and ADA III
/October 20, 2023



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