



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

08 November 2023

**DIVISIONAL MEMORANDUM**

No. 333 , s. 2023

**CONDUCT OF SELECTION FOR ADMINISTRATIVE AIDE IV (MECHANICAL PLANT OPERATOR I) FOR OZAMIZ CITY SCHOOL OF ARTS AND TRADES**

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 Aide IV (Mechanical Plant Operator I)** position.
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	S G	Education	Training	Experience	Eligibility
Administrative Aide IV (Mechanical Plant Operator I)	4	High school graduate or completion of relevant vocational/trade course	NONE REQUIRED	NONE REQUIRED	Mechanical Equipment Operator (MC 10, s. 2013, CA I II)

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;
  - 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;



Address: IBJT Compound, Carangan, Ozamiz City  
Telephone No: (088) 545-09-88  
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- 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 November 20, 2023**, through the **Ms. Yvonne S. Regino, Administrative Officer IV, Ozamiz City School of Arts and Trades**. Schedule of deliberation en banc will be on **December 4, 2023, Ozamiz City School of Arts and Trades**.
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.

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

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**ANACLETA A. GACASAN**  
Chief-ES, Curriculum Implementation Division *μ*

AJS/DM – Conduct of Selection for ADA IV  
333 /November 8, 2023



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