



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

11 October 2024

DIVISIONAL MEMORANDUM

No. 297 , s. 2024

**CONDUCT OF SELECTION FOR ADMINISTRATIVE AIDE III (CLERK I)
FOR OZAMIZ CITY SCHOOL OF ARTS & TRADES**

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

1. This Office calls for the submission of Applications for Administrative Aide III (Clerk I) for Ozamiz City School of Arts & Trades.
2. The ranking shall abide with the guidelines stipulated in DepEd Order 07, s. 2023, using the following qualification standard per CSC QS Manual (1997), as follows:

Position	SG	Education	Training	Experience	Eligibility	Place of Assignment
Administrative Aide III (Clerk I)	3	Completion of 2 years studies in college	None Required	None Required	Career Service (Sub professional) First Level Eligibility	Ozamiz City School of Arts & Trades

3. All interested applicants shall submit the following documentary requirements to OCSAT:
 - a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
 - b. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
 - c. Performance rating in the last rating period, if applicable;
 - d. Photocopy of Certificate of Eligibility/ Rating/ License;



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
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- e. Photocopy of Transcript of Records (TOR) and Diploma, including completion of graduate and post graduate units/degrees, if available;
- f. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service of Records whichever is/are applicable;
- g. Photocopy of Certificate/s of Trainings, if applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Checklist of Requirements and Omnibus Sworn Statement (refer to DepEd Order 07, s.2023 Annex C)
- j. Other documents as maybe required by the School HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment.

N.B. All documents prepared, endorsed and approved on any date after the posting of this memorandum shall not be credited. Hence, the applicant will not receive points on the concerned criterion.

4. The following timeline shall be observed to ensure proper, prompt and smooth conduct of the selection process:

Schedule	Activity/Output	In-Charge
October 16, 2024	Orientation of Applicants via <i>MS Teams</i> or <i>FB Live</i>	Applicants and School HRMPSB (OCSAT)
October 25, 2024	Deadline for submission of pertinent documents to OCSAT	Applicants and School HRMPSB (OCSAT)
October 29, 2024	Initial Evaluation of Documents	School HRMO (OCSAT)
October 30, 2024- November 15, 2024	Posting of Selection Line-Up	School HRMO (OCSAT)
November 18, 2024	Background Investigation	School HRMPSB Secretariat
November 21-22,2024	Interview/Deliberation en Banc/Further Evaluation	School HRMPSB & Applicants



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November 27, 2024	Submission of the Comparative Assessment result in print and electronic copies to the Schools Division Superintendent	HRMPSB
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5. This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

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

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

pp: **DIONESIO L. LIWAGON JR, CESE**
OIC, Assistant Schools Division Superintendent

References: As stated
To be indicated in the Perpetual Index

under the following subjects:

HIRING GUIDELINES SELECTION

AJS/DM – CONDUCT OF SELECTION FOR ADMINISTRATIVE AIDE III (CLERK I) FOR OZAMIZ CITY SCHOOL OF ARTS & TRADES
___ / October 11, 2024



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