



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

27 January 2025

DIVISIONAL MEMORANDUM

No. *038*, s. 2025

**CONDUCT OF SELECTION FOR ADMINISTRATIVE AIDE VI (CLERK III),
ADMINISTRATIVE ASSISTANT I (ACCOUNTING MACHINE OPERATOR
II), ADMINISTRATIVE ASSISTANT II (ADMINISTRATIVE ASSISTANT)
AND ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)
POSITIONS**

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 Application for Administrative Aide VI (Clerk III), Administrative Assistant I (Accounting Machine Operator II), Administrative Assistant II (Administrative Assistant) and Administrative Assistant III (Senior Bookkeeper) positions for this Division.

2. The ranking shall abide with the guidelines stipulated in DepEd Order No. 007, s. 2023 and DepEd Order No. 021, s. 2024, using the following qualification standard per CSC QS Manual (1997), as follows:

Position	SG	Education	Training	Experience	Eligibility	Place of Assignment
Administrative Aide VI (Clerk III)	6	Completion of two years studies in college	None Required	None Required	Career Service (SubProfessional) First Level Eligibility	DEPED OZAMIZ (OSDS, CID)



Address: IBJT Compound, Carangan, Ozamiz City
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Administrative Assistant I (Accounting Machine Operator II)	7	Completion of two years studies in college	None Required	None Required	Career Service (SubProfessional) First Level Eligibility	DEPED OZAMIZ
Administrative Assistant II (Administrative Assistant)	8	Completion of 2 years studies in college	4 hours of relevant Training	1 year of relevant experience	Career Service (SubProfessional) First Level Eligibility	DEPED OZAMIZ
Administrative Assistant III (Senior Bookkeeper)	9	Completion of 2 years studies in college	4 hours of relevant Training	1 year of relevant experience	Career Service (SubProfessional) First Level Eligibility	DEPED OZAMIZ

3. All interested applicants shall submit the following documentary requirements to this Division:

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet;
- c. Authenticated copy of PRC License/ID, if applicable;
- d. Authenticated copy of Certificate of Eligibility/Rating, if applicable;
- e. Authenticated copy scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post graduate units/degrees, if applicable;
- f. Photocopy of Certificates of Training, if applicable;
- g. Photocopy of Service Record, Contract of Service, or Certificate of Employment, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form



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- pursuant to RA No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official; and
- k. Other documents as maybe required by the 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 Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Main	Alternate
Chairperson	Dionesio L. Liwagon Jr.	
Members		Anaclea A. Gacasan
	Eulalio S. Rupinta	Nick Raynier M. Paez
	Dorothy Joy B. Yting	Maricel D. Avila
		Ivy J. Cabual
	Adda Liza J. Saquin	Ruby Jane R. Gacasan
Secretariat	Dinalyn A. Ramayrat	Teresita L. Pagador

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

Schedule	Activity/Output	In-Charge
January 31, 2025 2:00PM-4:00PM	Orientation of Applicants via Google Meet	Applicants, Personnel Unit and HRMPSB
February 7, 2025	Deadline for submission of pertinent documents to the Division Office	Applicants and HRMPSB Secretariat
February 10-11, 2025	Initial Evaluation of Documents	HRMO
February 12-28, 2025	Posting of Selection Line-Up	HRMO, HRMPSB Secretariat
March 3, 2025	Background Investigation	HRMPSB Secretariat
March 11-13, 2025	Interview/Deliberation en Banc/Further Evaluation	HRMPSB & Applicants



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March 14, 2025	Submission of the Comparative Assessment result in print and electronic copies to the Schools Division Superintendent	HRMP SB
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6. 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.

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

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

References: As stated

To be indicated in the Perpetual Index
under the following subjects:

HIRING RECRUITMENT SELECTION

AJS/DM - Conduct of Selection for Application for Administrative Aide VI (Clerk III), Administrative Assistant I (Accounting Machine Operator II), Administrative Assistant II (Administrative Assistant) and Administrative Assistant III (Senior Bookkeeper) positions

— /January 27, 2025



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