



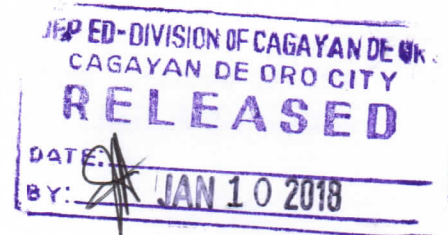
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF CAGAYAN DE ORO CITY**  
Masterson Avenue, Upper Balulang,  
Cagayan de Oro City, Philippines



**DIVISION MEMORANDUM**

No. 11, s. 2018.

To : **Assistant Schools Division Superintendent**  
**Division Personnel Selection Board (PSB)**  
**Education Program Supervisors**  
**Public Schools District Supervisor**  
**Secondary and Elementary School Heads**  
**All other concerns**  
**This Division**



From : **JONATHAN S. DELA PEÑA, PH.D., CESO VI**  
Schools Division Superintendent

RE : **ANNOUNCEMENT AND POSTING OF VACANCIES FOR ADMINISTRATIVE OFFICER IV, ADMINISTRATIVE ASSISTANT III AND II POSITIONS.**

Date : 10 January 2018

1. The field is hereby informed of the schedules for the Division Ranking for Administrative Officer IV, Administrative Assistant III and II.
2. The following are the positions with corresponding number of vacancies, position title, salary grade and minimum qualification standard.

| VACANT POSITION              | ITEM NUMBER                                                                      | SG | MINIMUM QUALIFICATION STANDARD                                                                                                             | DATE OF INTERVIEW BY THE HRMPSB                             |
|------------------------------|----------------------------------------------------------------------------------|----|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| ADMINISTRATIVE OFFICER IV    | 660041- 2014                                                                     | 15 | Atleast College graduate of any 4 yrs. courses; 1 yr relevant experience; 4hrs. relevant training; and CS prof; 2nd level eligibility      | February 16, 2018<br>@ the ASDS Office<br>unless postponed. |
| ADMINISTRATIVE ASSISTANT III | 660045-2004;<br>660008- 2007;<br>660043- 2017.                                   | 9  | Completion of 2yrs in College Studies; 1 yr. relevant experience; 4hrs. related trainings; CS Sub-prof; 1 <sup>st</sup> level eligibility. | February 16, 2018<br>@ the ASDS Office<br>unless postponed  |
| ADMINISTRATIVE ASSISTANT II  | 660022- 2014;<br>660098- 2016;<br>660011- 2007;<br>660023- 2014;<br>660215- 2017 | 8  | Completion of 2yrs in College Studies; 1 yr. relevant experience; 4hrs. related trainings; CS Sub-prof; 1 <sup>st</sup> level eligibility  | February 16, 2018<br>@ the ASDS Office<br>unless postponed. |

|                           |             |   |                                                                                                                                                     |                                                             |
|---------------------------|-------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| ADMINISTRATIVE<br>AIDE 6. | 660103-2014 | 6 | Completion of 2yrs in College<br>Studies; 1 yr. relevant experience;<br>4hrs. related trainings; CS Sub-prof;<br>1 <sup>st</sup> level eligibility. | February 16, 2018<br>@ the ASDS Office<br>unless postponed. |
|---------------------------|-------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|

3. Deadline for the submission of the documents stamped received by the Division Office shall be on January 30, 2018 AND NO ADDITIONAL DOCUMENTS WILL BE ACCEPTED AFTER THIS DATE.
4. Documents submitted must be arranged as follows:
  - A. Application letter specifying the position being applied;
  - B. Certified true copy of the CSC RATING;
  - C. Latest appointment;
  - D. Performance rating for the last 3 years with average computation;
  - E. Updated Service Record;
  - F. Outstanding accomplishment;
  - G. Transcript of Records; and
  - H. Trainings (Specialized trainings and chairmanship/co-chairmanship in planning/technical committee)
5. Widest dissemination of this Memorandum is enjoined.

JDP/csm