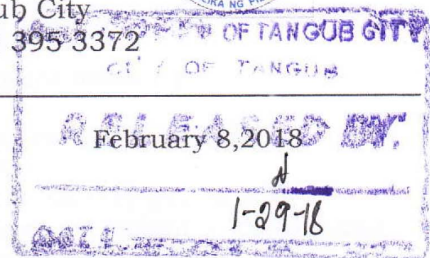


Republic of the Philippines
 Department of Education
 Region X – Northern Mindanao
DIVISION OF TANGUB CITY



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DIVISION MEMORANDUM
 No. 4 s. 2018

**CONDUCT OF SELECTION FOR ADMINISTRATIVE ASSISTANT II
 (DISBURSING OFFICER II)**

To: Chief, Curriculum Implementation Division
 Chief, School Governance and Operations Division
 Elementary & Secondary School Heads
 This Division

1. This office announces the Conduct of Selection of Qualified Applicants for Administrative Assistant II (Disbursing Officer II), this Division.
2. Per DepEd Order No. 66, s.2007, applicants to Administrative Assistant II (Disbursing Officer II) must have the following basic requirements:
3. The following are the basic qualifications for the identified vacant positions:

Position	Education	Experience	Training	Eligibility
Administrative Assistant –II (Disbursing Officer- II) (SG 8)	Completion of 2 years studies in college	1 year of relevant experience	4 hours related Training	Career Service (Sub professional) First Level Eligibility

4. The Selection process shall be in accordance with DepEd Order No. 66 s, 2007 entitled “*Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions,*”
5. Applicants shall submit documents to the receiving section of the Office addressed to the Schools Division Superintendent on or before March 5, 2018, as follows:
 - a. Letter of Intent;
 - b. Accomplished Form 212 with 2x2 ID picture (Revised 2017);
 - c. Updated service record;
 - d. Certified photocopy of Performance Rating for the last three years;
 - e. Transcript of reports;
 - f. Certified photocopy of Certificates of training activities attended
 - g. Certified photocopy of Certificate of registration/license;
 - h. All available and eligible documents as stipulated in DepEd Order No. 66, s. 2007
 - i. Omnibus certification of authenticity and veracity of all documents submitted.

6. Applicants shall bring the original copies of the documents they have submitted for the interview /deliberation at the Office of the Assistant Schools Division Superintendent on a schedule which will be announced later.

7. Only the qualified applicants who can attend the interview/deliberation shall be included in the rank list.

8. The Personnel Selection Board (PSB) is composed of the following:

Chairperson: Rosemarie T. Macesar-Assistant Schools Division Superintendent

Members: Margissa T. Amen- Administrative Officer V

Loromer T. Carpio – Administrative Officer IV (AO-IV) (Personnel)

Lorna C. Penonal- Education Program Supervisor, TACIDITERA President

Myrna T. Regidor – Chief School Governance and Operations Division

Carmelita A. Jubay – Chief Curriculum Implementation Division

Head of the school/section where vacancy exists

Secretariat: Delma R. Denapo, Administrative Officer – II

Eleanor M. Arabejo- Administrative Aide VI

9. Immediate dissemination of this Memorandum to all concerned is enjoined.


JEAN G. VELOSO

Assistant Schools Division Superintendent
OIC- Schools Division Superintendent

JGV/drd/

Ref: As stated

To be indicated in the Perpetual Index

Under the following subjects:

SELECTION

PERSONNEL

POLICY

SCHOOL HEADS

Relevant, inclusive and liberating basic education for a stronger nation!
