



Republic of the Philippines
 Department of Education
 Region X – Northern Mindanao
DIVISION OF TANGUB CITY
 Anecito Siete St., Mantic, Tangub City



E-mail: tangub.city@deped.gov.ph Website: www.depedtangub.net Telephone: (088) 545-0304 Telefax: (088) (088)856-4524

March 22, 2018

DIVISION MEMORANDUM
 No. 80, s. 2018

**CONDUCT OF SELECTION FOR ADMINISTRATIVE ASSISTANT 11 POSITION
 (DISBURSING OFFICER 11)**

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

- This office announces the Conduct of Selection of Qualified Applicants for Administrative Assistant 11 Position (Disbursing Officer 11) , this Division.
- Per DepEd Order No.66 s. 2007, applicants to Administrative Assistant 11 (Disbursing Officer 11) must have the following basic requirements:
- The following are the basic qualifications for the identified vacant positions:

Position	Education	Experience	Training	Eligibility
Administrative Assistant 11 (Disbursing Officer 11) SG 8	Completion of 2 years studies in college	1 yr relevant experience	4 hrs related training	Career Service Sub Prof. 1 st level eligibility

- 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,”
- Applicants shall submit documents to the receiving section of the Office addressed to the Schools Division Superintendent on or before April 18, 2018, as follows:
 - Letter of Intent;
 - Accomplished Form 212 with ID picture (Revised 2017);
 - Updated Service Record;
 - Certified photocopy of Performance Rating for the last three years;
 - Transcript of Records;
 - Certified photocopy of Certificates of training activities attended;
 - Certified photocopy of Certificate of registration/license;
 - All available and eligible documents as stipulated in DepEd Order No.66 s.2007;
 - Omnibus certification of the completeness, authenticity and veracity of all documents submitted, signed by the applicant.

- i. Applicants must 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.
- j. Only the qualified applicants who can attend the interview/deliberation shall be included in the rank list.

6. In the preparation of the pertinent documents, applicants shall observe the following:

Proper arrangement, pagination, fastening and tabbing:

- The pertinent papers shall be arranged according to what are enumerated in paragraph 5 of this Memorandum. There must be a table of contents at the top of these documents and each sheet must bear a page number.
- The documents shall be fastened at the top right portion inside the folder while the tabbing, according to the table of contents (a-j) shall be at the bottom of the documents.

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

Chairperson: Rosemarie T. Macesar - Asst. Schools Division Superintendent
 Members: Margissa T.Amen - Administrative Officer V
 Loromer T. Carpio - Administrative Officer 1V
 LornaC.Penonal - Education Program Supervisor/TACIDETERA
 President
 Myrna T. Regidor - Chief School Governance and Operations
 Division (SGOD)
 Carmelita A. Jubay - Chief Curriculum Implementation
 Division (CID)
 Maritess C. Suminguit - Budget Officer 111
 Anna Daphne C. Mugar - Accountant 111

Secretariat:

Delma R. Denapo - Administrative Officer 11(AO11)
 Eleanor M. Arabejo - Administrative Aide V1 (ADA V1)

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

JEAN G. VELOSO

Assistant Schools Division Superintendent
 OIC- Schools Division Superintendent

JGV/ Itc

Incl: As stated

Reference: As stated

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

RECRUITMENT SELECTION APPLICANT POLICY