



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

January 8, 2021

**DIVISIONAL MEMORANDUM**

No. 009 , s. 2021

**CONDUCT OF SELECTION FOR ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) AND ADMINISTRATIVE ASSISTANT II (ADMINISTRATIVE ASSISTANT)**

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

1. This Office announces the Conduct of Selection for **Administrative Assistant III (Senior Bookkeeper) and Administrative Assistant II (Administrative Assistant)** positions.
2. The selection for Administrative Assistant III (Senior Bookkeeper) and Administrative Assistant II (Administrative Assistant) positions shall be based on DepEd Order No. 66, s. 2007 using the following qualification standard per CSC QS Manual (1997), as follows:

Position	SG	Education	Training	Experience	Eligibility
Administrative Assistant III (Senior Bookkeeper)	9	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub Prof/1st Level Eligibility
Administrative Assistant II (Administrative Assistant)	8	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub Prof/1st Level Eligibility

3. In addition to the required pertinent documents, applicants must submit barangay certification of good moral character and certificate of residency signed by the Barangay Chairman or his authorized representative.
4. Applicants of the previous ranking for the said position may submit letter of intent, with additional documents, if any, for updating of points.



Address: IBJT Compound, Carangan, Ozamiz City  
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Telefax: (088) 545-09-90  
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5. The following timeline shall be observed to ensure proper, prompt and smooth conduct of the selection process:

<b>January 25, 2021</b>	Deadline for submission of pertinent documents to the Division Office
<b>February 3, 2021</b>	Interview / Deliberation en Banc / Further Evaluation
<b>February 5, 2021</b>	Submission of the Validated Comparative Assessment result to the Schools Division Superintendent

6. The applicants are instructed to properly arrange and attach table of contents with proper tagging based on the DepEd Order. It must be officially stamped received on or before the deadline and submit it to **MS. ADDA LIZA J. SAQUIN**, Administrative Officer IV, this Office.

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

**JEAN G. VELOSO**  
Schools Division Superintendent  
*Handwritten signature and initials*

References: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

DIVISION OFFICE  
EMPLOYEES  
RULES AND REGULATIONS

POLICY  
SCHOOLS

AJS/DM – Conduct of Selection for ADA III and ADAS II  
/January 8, 2021



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