



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

18 February 2020

DIVISIONAL MEMORANDUM

No. 064, s. 2020

**CONDUCT OF SELECTION FOR TEACHER II, ADMINISTRATIVE AIDE III
(CLERK I) AND ADMINISTRATIVE AIDE I (UTILITY WORKER I) FOR
OZAMIZ CITY NATIONAL HIGH SCHOOL**

To : OIC, 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 **Teacher II, Administrative Aide III and Administrative Aide I** positions.
2. The selection for said 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
Teacher II (Secondary)	12	Bachelor of Secondary Education (BSED) or Bachelor's degree plus 18 professional units with area of specialization	None Required	1 year	PBET/LET
Administrative Aide III (Clerk I)	3	Completion of 2years studies in college	None Required	None Required	CS Subprofessional Eligibility
Administrative Aide I (UW I)	1	Must be able to read and write	None Required	None Required	None Required

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

February 28, 2020

Deadline for submission of pertinent documents to the Division Office



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: deped1miz@gmail.com

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March 17, 2020	Interview/Deliberation en Banc/Further Evaluation
March 18, 2020	Submission of the School Comparative Assessment result in print and electronic copies for review and validation to the Division Personnel Selection Board
March 19, 2020	Submission of the Validated Comparative Assessment result to the Schools Division Superintendent

4. 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. Rolda A. Monarca, Administrative Officer IV, Ozamiz City National High School (OCNHS),

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

JEAN G. VELOSO

Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

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 T II, ADA III AND ADA I for OCNHS
064/February 18, 2020



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