



Republic of the Philippines
 Department of Education
 Region X – Northern Mindanao
SCHOOLS DIVISION OF OZAMIZ CITY
 City of Ozamiz
 Tel No. (088) 545-0988 and (088) 545-0990



DIVISION MEMORANDUM

No. //7 , s. 2019

To : OIC, Assistant Schools Division Superintendent
 Chief Education Supervisors (CID and SGOD)
 Public Elementary and Secondary School Heads
 This Division

Subject: **SCHEDULE OF ACTIVITIES FOR RANKING ADMINISTRATIVE ASSISTANT II AT OZAMIZ CITY SCHOOL OF ARTS AND TRADES (OCSAT)**

Date : April 3, 2019

1. This Office announces the schedule of submission for the above-mentioned positions with the following timeline:


Deadline for submission of pertinent documents	-	April 15, 2019
Pre-Evaluation of Documents	-	April 16, 2019
Posting of Selection Line-Up	-	April 17, 2019
School Deliberation/Ranking en banc	-	May 3, 2019

2. The ranking shall be based on DepED Order No. 66, s. 2007 “Revised Guidelines on Teaching, Related Teaching and Non-Teaching Positions”. The qualification standards for said position per CSC QS Manual (1997) are the following:

Position	SG	Education	Training	Experience	Eligibility
ADMINISTRATIVE ASSISTANT II	8	Completion of 2 years Studies in college	4 hours relevant training	1 year of relevant experience	CSC Sub Professional Eligibility; First Level

3. Documents shall be submitted to **YVONNE S. REGINO**, AO IV. For queries, feel free to visit the School.

4. Interested applicants are advised to attach letter of willingness (waiver) to be assigned anywhere.


EDILBERTO L. OPLENARIA, CESO VI
 Schools Division Superintendent