



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. *118*, 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 WATCHMAN I 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:

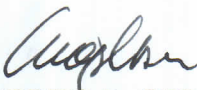
Deadline for submission of pertinent documents	-	April 15, 2019
Pre-Evaluation of Documents	-	April 16, 2019
Posting of Selection Line-Up	-	April 17, 2019
<b>School Deliberation/Ranking en banc</b>	-	<b>May 3, 2019</b>

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