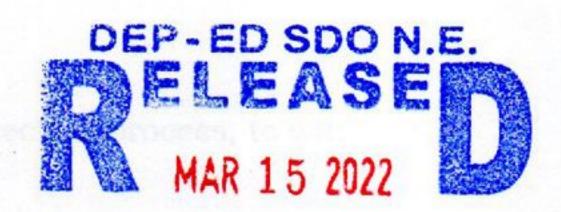


Department of Education

REGION III – CENTRAL LUZON SCHOOLS DIVISION OFFICE OF NUEVA ECIJA



RECORDS SECTION

14 March 2022

DIVISION MEMORANDUM No. 74 s, 2022

DIVISION OPEN RANKING FOR ADMINISTRATIVE ASSISTANT II AND III POSITIONS

TO: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Secondary School Principals/Head Teachers
All Others Concerned

- 1. This is to announce that there will be a conduct of an Open Ranking for Administrative Assistant II and III position on March 22, 2022, 9:00 a.m. at the Schools Division Office-Board Room, Brgy. Rizal, Santa Rosa, Nueva Ecija.
- 2. Interested applicants should meet the minimum requirements required by the position base on the CSC Qualification Standard, to wit:

Education:

Completion of 2 years studies in college

Experience:

1 Year of relevant experience

Training:

At least four hours of relevant training

Eligibility:

Career Service (Sub professional) First Level Eligibility

- 3. All interested applicants are required to upload the accomplished notarized and updated Personal Data Sheet (CSC Form 212) and Omnibus Sworn Statement of Authenticity to this link https://bit.ly/sdoneranking on or before 5:00 p.m. on March 18, 2022. The link will be closed after aforementioned date and time.
- 4. Applicants are required to bring one (1) set original copies and one (1) set photocopies of the following documents on day of ranking, to wit:
 - a. Notarized Omnibus Sworn Statement of Authenticity
 - b. Letter of intent addressed to the Head of Office
 - Notarized and updated CS Form 212
 - d. Authenticated copy of Eligibility
 - e. Last 3 years of Performance Rating
 - f. Service Record or Certificate of Employment
 - g. Outstanding Accomplishment
 - h. Innovations
 - i. Research and Development Projects
 - j. Publication/Authorship
 - k. Consultant/Resource Speaker in Trainings/Seminars/Workshops/Symposia
 - 1. Transcript of Record
 - m. Certificate of Trainings



Address: Brgy. Rizal, Santa Rosa, Nueva Ecija 3101

Telephone No.: (044) 940 3121
Email: nueva.ecija@deped.gov.ph
Facebook Page: DepEd SDO Nueva Ecija
Webpage: www.deped-ne.net.ph



- 5. Applicants should follow the schedule of activity during selection process, to wit;
 - a. 10 minutes orientation
 - b. 5 minutes verification of documents relative to the CSC Qualification Standards
 - c. 10 minutes examination
 - d. The rest of the time will be allotted for interview and appreciation of documents
- 6. Interested applicants should be at the SDO-Board Room 15 minutes before the activity
- 7. Please refer to DepEd Order No. 66, s. 2007 for the computation of points in accordance with the criteria as indicated therein.
- 8. The Division Selection Board (PSB) is composed of the following:

Chairman:

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Mina Gracia L. Acosta, PhD, CESO VI

Assistant Schools Division Superintendent

Ronilo E. Hilario, CESO VI

Assistant Schools Division Superintendent

Members:

Luis M. Calison

Chief, SGOD

Antonio U. Felx

Medical Officer III-President NTPA

Orlando C. De Leon

Administrative Officer V

Roxer Erwin B. Garcia

Administrative Officer IV (HRMO)

Secretariat:

Melanie S. Garcia

Administrative Officer II

Kenneth Tristan L. Silverio

Administrative Assistant III

- 9. No application shall be accepted after March 18, 2022.
- 10. All applicants are welcome regardless of gender, civil status, disability, pregnancy, religion, ethnicity or political affiliation.
- 11. Strict implementation of health protocols such as wearing of face mask, physical distancing, and use of sanitizers/disinfectants will be observed. Health declaration of applicants will be required.

12. For information, guidance and compliance.

JESSIE D. FERRER, CESO V Schools Division Superintendents

Encl.: None

1

References: DO 66 s. 2007

To be indicated in the Perpetual Index

under the following subject:

APPLICANTS

ADMINISTRATIVE ASSISTANT II

ADMINISTRATIVE ASSISTANT III

SELECTION PROCESS

RBG 2022 Division Ranking for Administrative Assistant II and III Position 1-3-2/RBG 14-03-2022