



DEP-ED SDO N.E.  
**RELEASED**  
MAR 15 2022

Republic of the Philippines  
**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
  - c. 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
  - l. Transcript of Record
  - m. Certificate of Trainings



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Email: nueva.ecija@deped.gov.ph  
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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:	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 Superintendent

Encl.: None  
 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