



Republic of the Philippines  
**Department of Education**  
Region V  
Schools Division of Sorsogon

January 13, 2021

**DIVISION MEMORANDUM**

No. 10, s. 2021


**SCHEDULE OF RANKING/ASSESSMENT FOR ADMINISTRATIVE ASSISTANT II AND ADMINISTRATIVE AIDE VI STATED IN DIVISION MEMORANDUM NO. 174, S. 2020**

**TO:** Assistant Schools Division Superintendent  
Division HRM-PSB  
Public School District Supervisors  
Elementary & Secondary School Principals  
All Others Concerned

1. This is to announce that the schedule of ranking/assessment for Administrative Assistant II and Administrative Aide VI positions stated in Division Memorandum No. 174, s. 2020 are as follows:

VACANT POSITION(S)	DATE/SCHEDULE OF ASSESSMENT
<b>Administrative Assistant II</b>	January 19, 2021 (1:00 to 5:00 PM)
<b>Administrative Aide VI</b>	January 20, 2021 (1:00 to 5:00 PM)

2. The venue will be at the office of the Administrative Officer V. Personnel Selection Board members and applicants are required to strictly adhere to health protocols such as social distancing, wearing of face mask and using of alcohol or hand sanitizer.
3. Expenses relevant to the conduct of this activity shall be charged to the Division MOOE/Local Funds subject to the usual accounting and auditing rules.
4. Immediate and wide dissemination of this memorandum is earnestly desired.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent

