



Republic of the Philippines  
**Department of Education**  
 Region V  
**SCHOOLS DIVISION OF SORSOGON**

January 31, 2022

**DIVISION MEMORANDUM**

No. 12, s. 2022

**ANNOUNCEMENT OF VACANCY AND CONDUCT OF RANKING FOR ADMINISTRATIVE ASSISTANT II**

**To:** Assistant Schools Division Superintendent  
 Division Personnel Selection Board  
 Public School District Supervisors/OIC-PSDSs  
 Secondary School Principals  
 All Others Concerned

1. This is to announce to the field that there will be a deliberation/ranking for Administrative Assistant II position.
2. The place of assignment is at Gallanosa National High School.
3. Stated below is the Civil Service Commission approved minimum qualification for the position:

**ADMINISTRATIVE ASSISTANT II**

<b>EDUCATION</b>	<b>EXPERIENCE</b>	<b>TRAINING</b>	<b>ELIGIBILITY</b>
Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Subprofessional (First Level Eligibility)

4. DepEd Order No. 66, s. 2007 will be used as reference and guidelines for the criteria and computation of points.
5. Two sealed envelopes are required to be submitted; the contents of which are stated on the succeeding page:



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .  
 Landline: (056) 421-5415  
 Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
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**a. First Envelope (for pre-assessment)**

- i. Copy Transcript of Records
- ii. Service Record and/or Certificate of Employment;
- iii. Certificates of Trainings;
- iv. Copy of PRC License and/or CSC Eligibility

**b. Second Envelope (for ranking purposes)**

- i. All relevant documents to be assessed during deliberation. (e.g. IPCRF for the last three years; Certificates of Trainings; Outstanding Accomplishments (Meritorious Accomplishments).
6. Documents will be promptly pre-assessed upon submission so that the applicants will immediately know if they are qualified to proceed with the ranking process.
  7. The Deadline of submission is on **February 9, 2022 at 5:00 P.M. No additional documents shall be accepted after the deadline.** It is encouraged that applicants should submit their envelopes before the deadline.
  8. The schedule of ranking is on **February 11, 2021** and the venue will be at the Office of the Administrative Officer V (2<sup>nd</sup> floor of the new DepEd Building) at 8:00 AM. 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.
  9. 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.
  10. Immediate and wide dissemination of this Memorandum is desired.

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



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