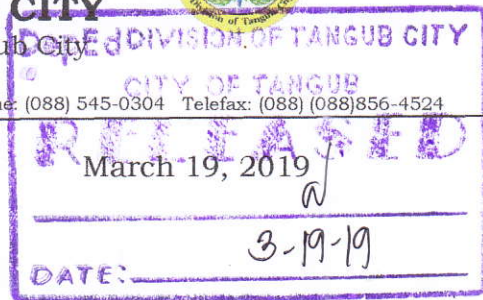




Republic of the Philippines  
 Department of Education  
 Region X – Northern Mindanao  
**DIVISION OF TANGUB CITY**  
 Anecito Siete St., Mantic, Tangub City



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**DIVISION MEMORANDUM**  
 No. 70, s. 2019

**CONDUCT OF SELECTION FOR  
 ADMINISTRATIVE ASSISTANT II POSITIONS**

To: Chief, Curriculum Implementation Division  
 Chief, School Governance and Operations Division  
 Elementary and Secondary School Heads  
 This Division

1. This Office announces the Conduct of Selection of Qualified Applicants for Administrative Assistant II (Disbursing Officer II SG/8) Position for Tangub City National High School.
2. Per DepEd Order 66 s.2007, applicants to ADAS-II (Disbursing Officer II) must have the following basic requirements:

Position	Education	Experience	Training	Eligibility
Administrative Assistant II (Disbursing Officer II)	Completion of 2 years studies in college	1 year of relevant experience	4 hours relevant training	Career Service (Sub professional) First Level Eligibility

3. Applicant shall submit documents to Tangub City National High School receiving section on or before April 4, 2019 as follows:
  - a. Letter of Intent
  - b. CSC Form 212 (Revised 2017) with 2x2 ID picture;
  - c. Certified photocopy of last approved appointment;
  - d. Updated Service Record;
  - e. Certified photocopy of Performance Rating for the last three years;
  - f. Transcript of Records;
  - g. Certified photocopy of Certificates of relevant Trainings/ Seminars Scholarships, etc.
  - h. Omnibus certification of the completeness, authenticity and veracity of all documents submitted, signed by the applicant. The documents must be arranged according to what are enumerated in paragraph 3 of this Memorandum. There must be a table of contents at the top of these documents and each sheet must bear a page number.
    - The documents shall be fastened at the top right portion inside the folder while the tabbing, according to the table of contents (a-h) shall be at the bottom of the documents.
    - The applicants shall prepare two sets of pertinent documents following the above preparation.
    - Applicants must bring the original copies of the documents they have submitted for the interview / deliberation at the office of the Assistant

Schools Division Superintendent on a schedule which will be announced later.

- Only the qualified applicants who can attend the interview/deliberation shall be included in the rank list.

4. The Personnel Selection Board (PSB) is composed of the following:

Chairperson:

Myrna T. Barbon - Secondary Principal II/DAPSSHI President

Members:

Florencia S. Gumiter - Asst. Principal II

Trifonia B. Tiongson - Head Teacher III/ Aral. Pan,

Erlyn P. Bulawin - Head Teacher III/ Science

Alma B. Pondoc - Head Teacher III/ Filipino

Stewart E. Hamac - Head Teacher III/ Mapeh

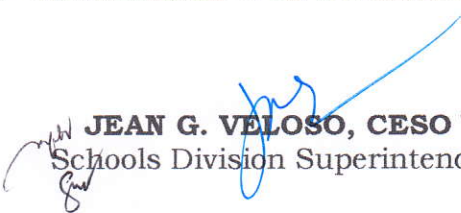
Elizabeth E. Bermudo - Head Teacher III/ English

Marites F. Binondo - Head Teacher III/ Mathematics

Secretariat:

Wivina R. Tancogo - Administrative Officer II (Cashier)

5. Immediate dissemination of this Memorandum to all concerned is enjoined.

  
**JEAN G. VELOSO, CESO VI**  
Schools Division Superintendent

JGV/ drd

Incl: As stated

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

RECRUITMENT      SELECTION      APPLICANT      POLICY