



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
SCHOOLS DIVISION OF DUMAGUETE CITY

Office of the Schools Division Superintendent

December 3, 2020

**DIVISION MEMORANDUM**

No. 277, S. 2020

**RANKING OF APPLICANTS/CANDIDATES FOR  
NON-TEACHING POSITIONS**

To: OIC- Assistant Schools Division Superintendent  
Chiefs, CID & SGOD  
Education Program Supervisors/SEPS/EPS  
Section Heads  
Public Elementary and Secondary School Heads  
All Other Personnel Concerned

1. This office announces the acceptance of application of the items for Administrative Assistant I (1), Administrative Assistant II (1), Administrative Assistant III (1) and Administrative Aide VI (1).
2. This Office follows the Equal Opportunity Policy, hence the qualification standards set for the said positions are as follows:

<b>Position Title</b>	<b>Educational Qualification Requirement</b>	<b>Experience Requirement</b>	<b>Training Requirement</b>	<b>Eligibility</b>
Administrative Assistant I	High School Graduate or Completion of relevant vocational/trade course  Completion of two (2) years studies in college	None required	Not required	Career Service (Sub-professional) First Level Eligibility
Administrative Assistant II	High School Graduate or Completion of relevant vocational/trade course  Completion of two (2) years studies in college	1 year of relevant experience	4 hours relevant Training	Career Service (Sub-professional) First Level Eligibility
Administrative	High School	1 year of	4 hours	Career



Address: Taclobo, Dumaguete City, Negros Oriental  
Telephone Nos.: (035) 421-2262/(035) 225-0603/(035) 523-6689  
Email Address: [dumaguete.city@deped.gov.ph](mailto:dumaguete.city@deped.gov.ph)



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Assistant III	Graduate or Completion of relevant vocational/trade course  Completion of two (2) years studies in college	relevant experience	relevant Training	Service (Sub-professional) First Level Eligibility
Administrative Aide VI	Completion of at least two (2) years in College	1 year of relevant experience	4 hours relevant Training	Career Service (Sub-professional) First Level Eligibility

3. All interested applicants must submit the following pertinent electronic documents online via chada assist online platform. All pertinent documents must be arranged accordingly in one file only.

- a. Letter of Intent addressed to the Schools Division Superintendent;
- b. Personal Data Sheet/Curriculum Vitae;
- c. Transcript of Records;
- d. Performance Rating for the last three (3) rating periods with at least VS ratings;
- e. Training Certificates;
- f. Service Record;
- g. Other pertinent documents.

4. To access the system, input in your browser <https://depeddumaguete.com/onlinerequests/> and click division requests, then input all the necessary information and attach the file containing all documents.

5. Schedule of the conduct of the different activities relative to ranking are as follows:

- December 9, 2020 - Deadline of submission of application and documents
- December 10, 2020 - Pre-Evaluation of Documents
- December 11, 2020 - Open Ranking and Interview

6. Immediate and widest dissemination of this memorandum are highly desired.

**GREGORIO CYRUS R. ELEJORDE, Ed.D., CESO V**  
Schools Division Superintendent





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**Office of the Schools Division Superintendent**

**DIVISION HUMAN RESOURCE AND PERSONNEL SELECTION BOARD**

Chairman : **DR. CHRISTINE PAQUIBOT, CESE**  
OIC-Assistant Schools Division Superintendent

Members : **MS. MONINA A. LACSON**  
Administrative Officer V

**MR. ALDRIN LACSON**  
Administrative Officer V

**MS. JUNABETH TAMPARONG**  
Administrative Officer II

Approved:

**GREGORIO CYRUS R. ELEJORDE. Ed.D., CESO V**  
Schools Division Superintendent



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