



DIVISION OF NORTHERN SAMAR

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DIVISION MEMORANDUM

No. 149 s.2021

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Elementary/Secondary School Heads
Sections Heads
All Others Concerned

From: **DR. GORGONIO G. DIAZ JR., CESO V**
Schools Division Superintendent

SUBJECT: **Screening, Selection and Evaluation of Applicants for Non-Teaching Item @ San Vicente School of Fisheries**

Date: April 30, 2021

1. This Office hereby announces the acceptance of application for the following vacant position, this will start on April 28, 2021.

1.1 (1) Administrative Assistant II

Position Title	Salary Grade	Educational Requirement	Experience Requirement	Training Requirement	Eligibility
Administrative Assistant II	08	Completed 2 years in college	None required	None required	Career Service (Sub Professional) First level Eligibility

2. Applicants shall submit two (2) copies the documentary requirements **original/authenticated and 1 photocopied** from the original to the Division Human Resource Secretariat/Office of the Assistant Schools Division Superintendent properly and **STRICTLY** arranged in the following order:
 - a. Application letter addressed to the office of the Schools Division Superintendent, stating the position applied for
 - b. CSC Form 212 (revised 2017) properly and completely filled-up with the latest passport picture
 - c. Authenticated Board Rating / Certificate of Eligibility
 - d. Authenticated Transcript of Records
 - e. Service Records/Certificate of Employment/Special Order of Assignment
 - f. Performance Ratings for the last 3 rating periods if any
 - g. Certificates of Training attended relevant to the position being applied/certificate of specialized trainings
 - h. Certificates, and other documents relevant to the position applied for claims of outstanding accomplishments.

3. The schedule of selection process is as follows:



Submission and Acceptance of Application @ the Division Human Resource and Management Office	April 28 – May 12, 2021
Interview of Applicants	May 19, 20 and 21, 2021
Finalization and Posting of Rank list	May 28, 2021

4. Important reminder: Incomplete and late submission of application requirements shall no longer be entertained after the deadline set for the purpose of fairness, equity, and the promotion of merits and fitness
5. Interview and deliberation and evaluation of applicant documents shall be on an “OPEN RANKING SYSTEM” and “ONE STOP SHOP” procedure shall be observed so that all concerned applicants may know their status immediately after their appraisal. However, the initial result is subject to review by the **Division Human Resource and Personnel Selection Board prior to the determination of final rating/points earned and posting.**
6. Short listed candidates shall be notified though a letter from the office of the Chair of the Personnel Selection Board upon the approval of the appointing authority.
7. Immediate dissemination of and compliance with this Memorandum is desired.

