



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

20 Jan 2021

DIVISION MEMORANDUM
No. 013, s. 2021

NOTICE ON POSTED SELECTION LINE-UP: ADMINISTRATIVE ASSISTANT II

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

4. This is to inform the field that the Selection Line-up for the following position is already available and viewable at our Division Website: www.depedelsalvadorcity.net → Career Opportunities → Selection Line-Up.

Position	Item Number
Administrative Assistant II	OSEC-DECSB-ADAS2-660145-2016

5. For inquiries/clarification on the results, feel free to contact our Personnel Unit via email: recruitment.elsalvadorcity@deped.gov.ph.
6. For information, guidance and compliance.

OLGA C. ALONSABE
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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

HIRING RECRUITMENT

OSDS/**AMA**



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



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Enclosure to Division Memorandum ____, s. 2021

SELECTION LINE-UP

January 19, 2021

(Date)

DEPARTMENT OF EDUCATION- EL SALVADOR CITY DIVISION

Name of Agency/Office

Vacant Position: **Administrative Assistant II**

Item Number: OSEC-DECSB-ADAS2-660145-2016

NAME	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
PRESCRIBED QUALIFICATION	Completion of 2 years college studies or high school graduate with relevant vocational/ trade course	1 year relevant work experience	4 hours of relevant training	CS Sub-Prof; 1st Level Eligibility
ADELLANE JOY TORRES RESOOR	Bachelor of Science in Business Management major in Business Economics (2016); units in Bachelor of Science in Accountancy- (2011)	at least 1 year of relevant work experience	at least 4 hours of relevant training	CS Professional
ANDRIE CRIS LAID SAGUING	Bachelor of Elementary Education major in General Education- 2016	at least 1 year of relevant work experience	at least 4 hours of relevant training	RA 1080 (Teacher)
EDJIE PENASAHEL DAGOPIOSO	Bachelor of Science in Technology Teacher Education (Industrial Technology)- 2018	at least 1 year of relevant work experience	at least 4 hours of relevant training	RA 1080 (Teacher)

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JENNIFER AMANTE KHO	Bachelor of Science in Management Accounting- 2009	at least 1 year of relevant work experience	at least 4 hours of relevant training	CS Professional
MANUEL AMIL NERI	Bachelor of Science in Accountancy-2017	at least 1 year of relevant work experience	at least 4 hours of relevant training	CS Professional
SHEENA MAE LAM REYES	BS Electro-Mechanical Technology- 2008	at least 1 year of relevant work experience	at least 4 hours of relevant training	CS Professional

***NOTE:** Applicants enlisted above are invited for Interview scheduled on **February 09, 2020, 9:00 AM** at the Division Office or via Google Meet.

Prepared by:

Certified correct by:

ANNA MAE M. ATILLO

Human Resource Management Officer II

OLGA C. ALONSABE

OIC-Schools Division Superintendent

OSDS/**AMA**



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