



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

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24 Feb 2022

DIVISION MEMORANDUM  
No. 095, s. 2021

**ADDENDUM TO DIVISION MEMORANDUM 20, S. 2022 RE: ANNOUNCEMENT OF  
CAREER OPPORTUNITY- ADMINISTRATIVE ASSISTANT II POSITIONS**

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

1. This is to inform the field on the extension of the deadline for the submission of application documents for the Administrative Assistant II positions. This Office will extend its deadline to **March 18, 2022, 5:00 PM only**. Kindly refer to Division Memorandum 20, s. 2022 for the documentary requirements for submission. For other query or clarification, you may contact the HRMPSB Secretariat thru this email address: [recruitment.elsalvadorcity@deped.gov.ph](mailto:recruitment.elsalvadorcity@deped.gov.ph).
2. All are reminded that this Office adheres to the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
3. For information, guidance and compliance.

  
**OLGA C. ALONSABE**  
Schools Division Superintendent

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

HIRING                      RECRUITMENT                      SELECTION



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