



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

1 FEB 2023

DIVISION MEMORANDUM
No. 71, s. 2023

POSTING OF THE RANK LIST FOR ADMINISTRATIVE ASSISTANT II

TO: OIC – Asst. Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District-In-Charge
Public Elem./Secondary Schools Administrators
Teaching/Non-Teaching Personnel
All others concerned

1. This is to inform the field that the initial Rank List for Administrative Assistant II Position will be posted at the Division Office Bulletin Board from February 1 to February 16, 2023.
2. Any concerns/clarifications will be sent through a letter addressed to the Schools Division Superintendent, attention: HRMPSB Chairperson, during the said dates only.
3. After the posting period, the HRMPSB will no longer entertain clarifications and concerns.
4. Immediate and wide dissemination of this memorandum is desired.

By Authority of the Schools Division Superintendent:

MARCELO K. PALISPIS, EdD
OIC-Office of the Asst. Schools Division Superintendent
Office-In-Charge

SPP/NLR-JMA-MKP/AdS/LBY/jcadiante
February 1, 2023



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