



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica, Roxas City

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232  
**DIVISION ADVISORY No. \_\_\_\_\_, s. 2021**  
June 28, 2021

**RANKING FOR ADMINISTRATIVE ASSISTANT II POSITIONS (JHS)**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. This is to announce to all Administrative Assistant II Applicants that the Evaluation of all submitted documents will be on **July 2, 2021, 9 a.m. at DepEd Multi-Purpose Hall.**
2. Applicants are advised to bring the original copies of documents which they submitted. Applicants who were previously assessed but not yet appointed may bring their updated documents as of May 30, 2021.
3. It is expected that all personnel and applicants shall observe minimum health and safety protocols during the entire activity.
4. It is understood that in the conduct of the said activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion and other similar factors and personal circumstances that run counter to the principles of equal opportunity.
5. Expenses relative to the conduct of this activity shall be charged against Division MOOE, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this Advisory is desired.

  
**SALVADOR O. OCHAVO JR. EdD, CESO V**  
Schools Division Superintendent



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