



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

November 3, 2025

DIVISION MEMORANDUM
OSDS No. 147, s. 2025

**CONDUCT OF OPEN RANKING FOR APPLICANTS FOR THE NONTEACHING POSITIONS
(ADMINISTRATIVE ASSISTANT II AND ADMINISTRATIVE ASSISTANT III)**

To: HRMPSB members
All applicants
All others concerned
This Division

1. In accordance with the DepEd Order No. 007, s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education", this Office announces to the field the Conduct of Open Ranking for Administrative Assistant II and Administrative Assistant III.
2. The Open Ranking System is adopted to ensure transparency in the process. Each applicant shall also be allowed to ask questions and seek clarifications on the results of their assessment and acknowledge their results during the open ranking.
3. The schedule of Open Ranking is on November 5, 2025 at 9:30 a.m. at the HR Office.
4. Deliberation on the Comparative Assessment Result (CAR) by the HRMPSB members will be at SDO Tacurong Board Room on November 10, 2025 at 10:30 a.m.
3. For your information, guidance, and immediate dissemination.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: None
Reference: DO 007, s. 2023 and DO 21, s. 2024
Allotment: None
To be indicated in the Perpetual Index
under the following subjects:

POSITIONS

QUALIFICATIONS

VACANCIES

GPO/OSDS/ADMIN-HR/CONDUCT OF OPEN RANKING FOR THE NONTEACHING POSITIONS (ADMINISTRATIVE ASSISTANT II AND ADMINISTRATIVE ASSISTANT III).
November 3, 2025



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