Republic of the Philippines
DEPARTMENT OF EDUCATION
Region 02
DIVISION OF ISABELA
City of Ilagan
Telefax (078) 323-2015

MEMORANDUM

To : ALL QUALIFIED AND INTERESTED APPLICANTS FOR ADMINISTRATIVE ASSISTANT III, AMINISTRATIVE ASSISTANT II & ADMNISTARTIVE AIDE-VI POSITIONS

Alicia South District
Alicia, Isabela
(ADAS 3 only)

Tumauni North District
Tumauni, Isabela
(ADAS 2 only

Division Office Proper
Alibagu, City of Ilagan
(ADAVI only)

Salinungan NHS
San Mateo, Isabela
(ADAS 2 only- Senior High School (SHS)

From : **JESSIE L. AMIN, CESO VI**
Schools Division Superintendent

Date : November 28, 2017

Subject: **ASSESSMENT OF APPLICANTS FOR THE POSITION OF ADMINISTRATIVE ASSISTANT III- SG(09), ADMINISTRATIVE ASSISTANT II- SG(08) & ADMINISTRATIVE AIDE VI- SG(06)**

1. Interested applicants should meet the herein qualification standards.

   Administrative Assistant III
   Education: Completion of 2 year studies in college
   Experience: 1 year of relevant experience
   Training: 4 hours relevant training
   Eligibility: Career Service (sub-professional) First Level Eligibility

   Administrative Assistant II
   Education: Completion of 2 year studies in college
   Experience: 1 year of relevant experience
   Training: 4 hours relevant training
   Eligibility: Career Service (sub-professional) First Level Eligibility

   Administrative Aide VI
   Education: Completion of 2 year studies in college
   Experience: 1 year of relevant experience
   Training: 4 hours relevant training
   Eligibility: Career Service (sub-professional) First Level Eligibility

2. Interested and qualified applicants are required to submit their Letter of Intent to **Mrs. Lou Jane M. Nicolas, Administrative Officer IV (HRMO)** with the following pertinent documents enumerated below:

- Transcript of Records
- Updated Service Record
- Latest Appointment
- Certificates of Training not credited during the last promotion
- Proof of Eligibility

3. Deadline for the submission of Letters of Intent and the aforementioned documents is on **December 4, 2017.** For inquiry please see **Mrs. Lou Jane M. Nicolas, Administrative Officer IV (HRMO)**.

4. As Stated in **DepEd Order No. 29 s. 2002** (Merit Selection Plan of the Department of Education) Section V, Item No. 3, the HRMO shall conduct preliminary evaluation of the qualifications of all applicants, prepare selection line-up which shall reflect the qualifications of candidates, notify all applicants of the outcome of preliminary evaluation and submit the selection line-up to the PSB deliberation en banc.

5. **DepEd Order No. 66 s. 2007** shall be applied in the assessment of the qualifications and competence of candidates for appointment to the vacant position of Administrative Assistant III, Administrative Assistant II & Administrative Aide VI.

6. The schedule of screening and interview will be on **December 15, 2017** at the Conference Hall, SDO Isabela, City of Ilagan and will start at exactly 9 o'clock in the morning.

7. Immediate and wide dissemination of this Memorandum is desired.

Asdsjbm/wyne