



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



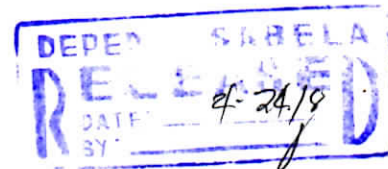
MEMORANDUM

To : **ALL QUALIFIED AND INTERESTED APPLICANTS FOR ACCOUNTANT I,
ADMINISTRATIVE ASSISTANT III, ADMINISTRATIVE ASSISTANT II POSITIONS**

San Agustin NHS
San Agustin, Isabela
(Accountant I only)

Angadanan High School
Angadanan, Isabela
(ADAS 3 only)

Rizal Region NHS
Rizal, Alicia, Isabela
(ADAS II only) SHS



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

Date : April 24, 2018

Subject : **ASSESSMENT OF APPLICANTS FOR THE POSITION OF ACCOUNTANT I
SG(12), ADMINISTRATIVE ASSISTANT III SG(09) & ADMINISTRATIVE
ASSISTANT II SG(08)**

1. Interested applicants should meet the herein qualification standards .

Accountant I (Secondary)

Education: Bachelor's degree in Commerce/Business Administration Major in Accounting
Experience: none required
Training: none required
Eligibility: RA 1080

Administrative Assistant III (Secondary)

Education: Completion of two-year studies in college
Experience: 1 year of relevant experience (bookkeeper)
Training: 4 hours of relevant training
Eligibility: Career Service (Sub-Professional) First Level Eligibility

Administrative Assistant II (Secondary)

Education: Completion of two-year studies in college
Experience: 1 year of relevant experience (Disbursing)
Training: 4 hours of 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 **April 27, 2018**. 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 positions.
 6. The schedule of screening and interview will be on **April 30, 2018** at the Conference Hall, SDO Isabela, City of Ilagan and will start at exactly 9:00 o'clock in the morning.
 7. Immediate and wide dissemination of this Memorandum is desired.