



Republic of the Philippines  
**Department of Education**  
Region 02(Cagayan Valley)

## **SCHOOLS DIVISION OFFICE OF ISABELA**

Alibagu, City of Ilagan, Isabela 3300

www.deped-isabela.com.ph (078) 323-0281/323-2015 isabela.depedro2@gmail.com



### **MEMORANDUM**



**To: District Supervisors/Principals In-Charge  
Principals/Secondary Schools Heads (Elementary & Secondary)  
All Qualified and Interested Applicants**

San Agustin NHS  
San Agustin, Isabela  
(Accountant 1 only)

Dibuluan NHS  
Jones, Isabela  
(Accountant 1 only)

Diadi Region HS  
Cordon, Isabela  
(ADAS 2 only)

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

Date: August 22, 2018

**Subject: ASSESSMENT OF APPLICANTS FOR THE POSITION OF ACCOUNTANT 1-SG(11) AND ADMINISTRATIVE ASSISTANT II - SG(08) POSITIONS**

1. This is to announce the assessment of applicants for the position of Accountant 1 and Administrative Assistant II on **August 31, 2018** at 9:00 in the morning to be held at the Conference Hall, SDO Isabela, City of Ilagan.
2. Interested applicants should meet the herein Qualification Standards (QS)

#### **Accountant 1 (Secondary)**

Education: Bachelor's degree in Commerce/Business Administration Major in Accounting

Experience: None required

Training: None Required

Eligibility: RA 1080

#### **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

3. All applicants are required to submit their Letter of Intent (LOI) 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
  - Certificate of Employment
  - Latest Personal Data Sheet (PDS)
  - Certificates of Training not credited during the last promotion
  - Proof of Eligibility
4. Deadline for the submission of Letters of Intent and the aforementioned documents is **on August 28, 2018**. For inquiry please see **Mrs. Lou Jane M. Nicolas, Administrative Officer IV (HRMO)**
5. 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 lineup which shall reflect the qualifications of candidates, notify all applicants of the outcome of preliminary evaluation and submit the selection lineup to the PSB deliberation en banc.
6. **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.
7. Immediate and wide dissemination of this Memorandum is desired.

*SDS/jbm/wdm*