




Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF ISABELA

MEMORANDUM

To: Assistant Schools Division Superintendent
Chiefs, SGOD and CID
Administrative Officer V
Administrative Officer IV (HRMO)
Public Schools District Supervisors/District In-Charge
Secondary School Heads
Other Concerned Personnel

From:  MADELYN L. MACADLING, PhD, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

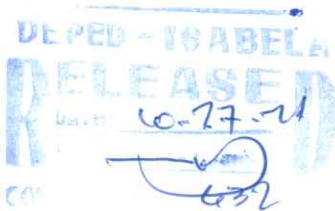
Date: October 25, 2021

Subject: Assessment of Applicants for Various Positions

1. The field is hereby notified on the scheduled Assessment to all interested and qualified applicants for the various vacated positions shown below on November 19, 2021, and the deadline for the submission will be on or before November 3, 2021. to start at 8:00AM, to wit:

Position: Administrative Assistant III (San Antonio NHS)
Education: Completion of two-year studies in college
Experience: 1 year relevant experience
Training: 4 hours relevant training
Eligibility: Career Service Subprofessional/First Level Eligibility

Position: Administrative Assistant II (Tumauni South, Ramon, Aurora, Callang NHS, Don Mariano NHS, Aurora SHS)
Education: Completion of two-year studies in college
Experience: 1 year relevant experience
Training: 4 hours relevant training
Eligibility: Career Service Subprofessional/First Level Eligibility



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Doc Code:	FM-ORD-003	Rev:	00
As of:	July 2, 2018	Page:	2

Position: Administrative Aide III (DO Proper)
Education: Completion of two-year studies in college
Experience: None-required
Training: None-required
Eligibility: Career Service Subprofessional/First Level Eligibility

2. Interested and qualified applicants shall submit their Letter of Intent to the Schools Division Superintendent through Mrs. Lou Jane M. Nicolas, Administrative Officer IV for Personnel with their pertinent documents for preliminary evaluation on the qualifications of applicants, preparation of selection line-up and for deliberation of the Promotion Selection Board en-banc. (DO No. 29, s. 2002). Pertinent documents include the following:

- a. TOR
- b. Service Record
- c. Certificate of Employment with Job Description (for Non Teaching)
- d. Latest Appointment
- e. Certificate of Eligibility
- f. Latest Personal Data Sheet
- g. Certificate of Training
- h. All other documents required under Division Memorandum No. 43, s. 2018

3. Original documents should be submitted.

4. Additional documents shall no longer be considered after the deadline of submission and during the assessment proper.

5. Qualified applicants after the pre-assessment of documents will be informed through letter or text messages before the assessment date.

6. To observe Equal Employment Opportunity Privilege (EEOP), this Office highly encourages all interested and qualified applicants, including persons with disability, members of indigenous groups and communities, regardless of gender identity to join the said assessment.

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

PER/lmn



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