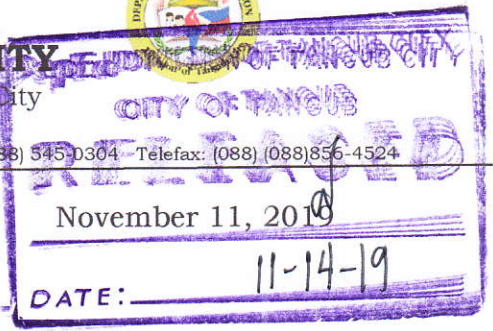




Republic of the Philippines  
 Department of Education  
 Region X – Northern Mindanao  
**DIVISION OF TANGUB CITY**  
 Anecito Siete St., Mantic, Tangub City



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**DIVISION MEMORANDUM**  
 No. 320, s. 2019

**CONDUCT OF SELECTION FOR ADMINISTRATIVE ASSISTANT III  
 (Secretary and Senior Bookkeeper) POSITIONS**

To: Chief, Curriculum Implementation Division  
 Chief, School Governance and Operations Division  
 Elementary and Secondary School Heads  
 This Division

- This Office announces the Conduct of Selection of Qualified Applicants for Administrative Assistant III (Senior Bookkeeper SG/9) and Administrative Assistant III (Secretary II SG/9) Positions.
- Per DepEd Order 66 s.2007, applicants to ADAS-III must have the following basic requirements:

Position	Education	Experience	Training	Eligibility
Administrative Assistant III (Secretary II)	Completion of 2 years studies in college	1 year of relevant experience	4 hours relevant training	Career Service (Sub professional) First Level Eligibility
Administrative Assistant III (Senior Bookkeeper)	Completion of 2 years studies in college	1 year of relevant experience	4 hours relevant training	Career Service (Sub professional) First Level Eligibility

- Applicants shall submit documents to the receiving section of the Office addressed to the schools Division Superintendent on or before November 26, 2019 as follows:
  - Letter of Intent
  - CSC Form 212 (Revised 2017) with 2x2 ID picture;
  - Certified photocopy of last approved appointment;
  - Updated Service Record;
  - Certified photocopy of Performance Rating for the last three years;
  - Transcript of Records;
  - Certified photocopy of Certificates of relevant Trainings/ Seminars Scholarships, etc.
  - Copy of the class/Master Program indicating the no. of teaching load (current year) only for Teacher applicant.
  - Omnibus certification of the completeness, authenticity and veracity of all documents submitted, signed by the applicant. The documents must be arranged according to what are enumerated in paragraph 3 of this

Memorandum. There must be a table of contents at the top of these documents and each sheet must bear a page number.

- The documents shall be fastened at the top right portion inside the folder while the tabbing, according to the table of contents (a-g) shall be at the bottom of the documents.
- Deliberation sheet shall be stapled at the inside left portion of the folder
- The applicants shall prepare two sets of pertinent documents following the above preparation.
- Applicants must bring the original copies of the documents they have submitted for the interview / deliberation at the office of the Assistant Schools Division Superintendent on a schedule which will be announced later.
- Only the qualified applicants who can attend the interview/deliberation shall be included in the rank list.

4. The Personnel Selection Board (PSB) is composed of the following:

Chairperson:

Rosemarie T. Macesar - Asst. Schools Division Superintendent

Members:

Myrna T. Regidor	- Chief School Governance and Operations Division (SGOD)
Carmelita A. Jubay	- Chief Curriculum Implementation Division (CID)
Margissa T.Amen	- Administrative Officer V
Lorna C. Penonal	- Education Program Supervisor, TACIDETERA President
Anna Daphne C. Mugar	- Accountant III/Section Head
Delma R. Denapo	- Administrative Officer IV/HRMO -II

Secretariat:

Carelyn L. Villegas	- Administrative Assistant III
Eleanor M. Arabejo	- Administrative Aide V1

5. Immediate dissemination of this Memorandum to all concerned is enjoined.

  
**AGUSTINES E. CEPE, Ph.D., CESO V**  
Schools Division Superintendent

AEC/ drd

Incl: As stated

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

RECRUITMENT      SELECTION      APPLICANT      POLICY

*Relevant, inclusive and liberating basic education builds a strong nation.*