



November 13, 2020

RELEASE

DIVISION MEMORANDUM

No. 263, s. 2020

DATE: _____

**CONDUCT OF SELECTION FOR ADMINISTRATIVE ASSISTANT III
(Secretary II) POSITIONS**

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

1. This Office announces the Conduct of Selection of Qualified Applicants for Administrative Assistant III (Secretary II SG/9) Positions.
2. Per DepEd Order No. 66, s. 2007, applicants to Administrative Assistant III (Secretary II) 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

3. Applicants shall submit the following documents to the receiving section of this Office addressed to the Schools Division Superintendent on or before November 20, 2020, as follows:
 - a. Letter of Intent
 - b. CSC Form 212 (Revised 2017) with 2x2 ID picture;
 - c. Certified photocopy of last approved appointment;
 - d. Certified photocopy of Performance Rating for the last three years;
 - e. Updated Service Record;
 - f. Outstanding Accomplishments
 - Employee Award
 - Innovations
 - Research and Development Projects
 - Publication/ Authorship
 - Consultancy/Resource Speakership in Trainings/Seminars/ Workshop / Symposia
 - h. Transcript of Records;
 - i. PRC License, Certificate of Rating / Eligibility;
 - j. Certified photocopy of Certificate attesting Outstanding Accomplishment /Awards Recognition; and
 - k. Other documents relevant to the applied positions.

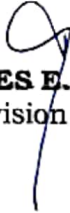

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REPUBLIC OF THE PHILIPPINES
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF TANGUB CITY

4. The documents shall be arranged accordingly to what are enumerated in paragraph 3 which includes table of contents;
 - Each sheet must bear a page number;
 - Fastened at the top portion inside the folder while the tabbing according to the table of contents (a-k) shall be at the bottom of the documents;
 - The original copies of the documents shall be brought during the interview / deliberation;
 - Only the qualified applicants who can attend the interview / deliberation shall be included in the rank list.
5. Interview and evaluation of documents will be announced later.
6. Person with Disability (PWD) applicants will be interviewed in the first floor of this Office for accessibility.
7. Immediate dissemination of this Memorandum to all concerned is enjoined.


AGUSTINES E. CEPE, CESO V
Schools Division Superintendent 

AEC/ drd

