



**Division Memorandum**

No. 344, s. 2021

**SUBMISSION OF APPLICATION FOR ADMINISTRATIVE AIDE VI**

TO: **ALL INTERESTED QUALIFIED APPLICANTS**

1. This is to invite all interested **qualified applicants** to submit your application letter together with your pertinent documents for **Administrative Aide VI** position. Submission of application is extended until **December 13, 2021**.
2. All qualified applicants are welcome to apply regardless of gender, civil status, religion, regional background, and restrictions inability unless otherwise required.
3. The minimum Qualification Standard are as follows:

Position	Education	Training	Experience	Eligibility
Administrative Aide VI (SG-VI)	Completion of two years in college	None required	None required	CSC Sub-Prof

4. As to the arrangement of documents, please follow the following order **(in 4 folders)**.
  - A. Application Letter
  - B. Personal Data Sheet w/ Work Experience Sheet
  - C. Performance Rating (3 Rating Period)
  - D. Appointment/ Service Record
  - E. Outstanding Accomplishments with MOVs
    - a. Award
    - b. Innovation
    - c. Research and Development Projects
    - d. Publication/ Authorship
    - e. Consultant/ Resource Speaker/ Facilitator/ Evaluator/ Writer/ Presenter/ Trainer in Trainings/ Seminars/ Workshops/ Symposia
  - F. Education



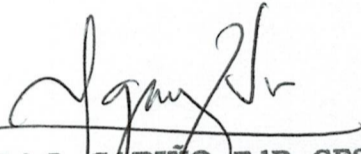


Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**

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**Office of the Schools Division Superintendent**  
*G. Training with MOVs*

5. Please refer to **Regional Memorandum No. 178, s. 2020** for the MOVs to be attached.
6. An **Omnibus Sworn Statement** (Annex A) (Form available at the Records Unit of SDO) Checklist of Requirements shall be attached to the application stating that all documents submitted, and these documents are originally produced as an output of the performance of one's position description forms.
7. Submission of application and insertion of documents after the set deadline is not accepted.
8. For information and guidance.

  
**ESTELA L. CARIÑO, EdD, CESO III**  
Regional Director  
And concurrent OIC  
Office of the Schools Division Superintendent



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