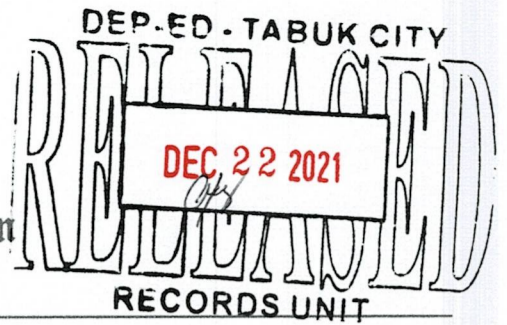




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

December 20, 2021

Division Memorandum

No. 263, s. 2021

SUBMISSION OF APPLICATION FOR ADMINISTRATIVE ASSISTANT III

TO: **ALL INTERESTED QUALIFIED APPLICANTS**

1. This is to invite all interested **qualified applicants** to submit their application letter for **Administrative Assistant III** position. Submission of application is extended until January 3, 2022.
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 Assistant III	Completion of two years in college	4 hours relevant training	1-year relevant experience	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**
 - G. **Training with MOVs**



Address: BCS Compd., P2 Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>



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6. An *Omnibus Sworn Statement* (Annex A) 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. CARINO, EdD, CESO III
Regional Director
And concurrent OIC
Office of the Schools Division Superintendent



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