



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

DEP-ED - TABUK CITY



Office of the Schools Division Superintendent

Division Memorandum

No. 78, s. 2022

SUBMISSION OF APPLICATION FOR ADMINISTRATIVE ASSISTANT II AND 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 Assistant II and Administrative Aide VI** position. Submission of application is until **March 17, 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 II (Bookkeeper) SG-8 5 Vacancies	Completion of two years studies in College	1-year relevant training	4 hours relevant training	CSC Sub-Prof
Administrative Aide VI SG-6	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



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



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- 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
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.


IRENE S. ANGWAY, CESO VI
Schools Division Superintendent



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