



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

C# 37  
 DEP. ED - TABUK CITY  
**RECEIVED**  
 NOV 24 2022  
 RECORDS UNIT

**Office of the Schools Division Superintendent**

**November 23, 2022**

**Division Memorandum**

No. 372, s. 2022

**SUBMISSION OF APPLICATION FOR PROJECT DEVELOPMENT OFFICER I,  
 ADMINISTRATIVE OFFICER II, AND ADMINISTRATIVE ASSISTANT III**

**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 **Project Development Officer I, Administrative Officer II, and Administrative Assistant III** positions. Submission of application is until **December 02, 2022**.
2. All interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOGI), are highly encouraged to apply.
3. The minimum Qualification Standard are as follows:

<b>Position</b>	<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>	<b>Place of Submission</b>
PROJECT DEVELOPMENT OFFICER I	Bachelor's degree relevant to the job	None required	None required	CS Professional	SDO
ADMINISTRATIVE OFFICER II	Bachelor's Degree	None required	None required	CS Professional or Second Level Eligibility	SDO
ADMINISTRATIVE ASSISTANT III	Completion of two years in college	4 hours of relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	SDO

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)*



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



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

---

**Office of the Schools Division Superintendent**

- 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
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



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