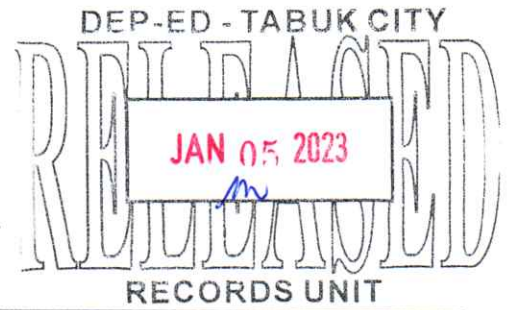




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

January 04, 2023

Division Memorandum

No. 04, s. 2023

RESUBMISSION OF APPLICATION FOR THE POSITION OF ADMINISTRATIVE ASSISTANT II

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 **the position of Administrative Assistant II vice Kristine Jane C. Owek**. Submission of application is until **January 10, 2022 at exactly 05:00pm**.
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:

Position	Education	Training	Experience	Eligibility	Place of Submission
ADMINISTRATIVE ASSISTANT II	Completion of two years in college	4 hours of relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	KNHS

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
5. Please refer to **Regional Memorandum No. 178, s. 2020** for the MOVs to be attached.



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) (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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