



MEMORANDUM

TO: Assistant Schools Division Superintendent
OIC-Assistant Schools Division Superintendent
Education Program/District Supervisors
Secondary/Elementary School Heads
Others Concerned

by: ELIAS A. ALICAYA, JR. Ed.D.
OIC-Assistant Schools Division Superintendent

FROM: for CHERRYLOU D. DE MESA
OIC-Schools Division Superintendent

SUBJECT: Call for application for the position of Administrative Officer IV – Supply Unit

DATE: September 22, 2016

This Office announces the opening of application for the position of Administrative Officer IV – (Supply Unit) with the following Qualification Standards:

➤ **Administrative Officer IV – (Supply Officer – Supply Unit), (SG-15)**

- Education : Bachelor's Degree relevant to the job
- Eligibility: Career Service (Professional), 2nd level eligibility
- Experience: One year of relevant experience
- Training: 4 hours of relevant training

Additional Qualification: Basic knowledge in computer operation such as Microsoft Office, and use of the Internet.

Interested applicants should submit their portfolios with ear tag following the arrangement of documents specified in DepEd Order No. 66, s. 2007:

- A. Performance Rating - 3 consecutive years (if any)
- B. Experience – Service Record or Certificate of Employment
- C. Outstanding Accomplishments
 - 1.Awards, 2.Innovations, 3.Research, 4.Publication,
 - 5.Consultant/Resource Speakers in trainings/seminars
- D. Education and Trainings
 - 1.Latest Transcript of Records
 - 2.Trainings attended

Submit on or before **September 30 , 2016 (Friday)** at the Records Section, Division Office, Trece Martires City, Cavite.

Posting and immediate dissemination of this Memorandum is desired.