




MEMORANDUM

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

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

SUBJECT: Call for application for the position of Administrative Assistant II for Senior High School (Batch 2)

DATE: October 7, 2016

This Office announces the opening of application for the position of Administrative Assistant II for Senior High School with the following Qualification Standards:

- **Administrative Assistant II for Senior High School, (SG-8)**
- **Education :** Bachelor's Degree or at least 2 years in college relevant to the job
 - **Eligibility:** Career Service Subprofessional, 1st level eligibility
 - **Experience:** One (1) year of relevant experience
 - **Training:** Four (4) hours of relevant training
 - **Place of Assignment:** Principal's Office with Senior High School

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

Submit on or before **October 19, 2016 (Wednesday)** at the Records Section, Division Office, Trece Martires City, Cavite.

Posting and immediate dissemination of this Memorandum is desired.