

Republic of the Philippines

Department of Education

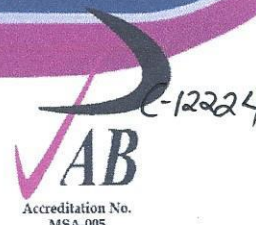
Region IV-A (CALABARZON)

Division of Cavite

Trece Martires City, Cavite



Certificate Number: AJA17-0083



July 05, 2018

**DIVISION MEMORANDUM**

NO. 202, s. 2018

**CALL FOR APPLICATION FOR THE POSITIONS OF  
ADMINISTRATIVE ASSISTANT II**

TO: OIC, Assistant Schools Division Superintendent  
OIC, Office of the Assistant Schools Division Superintendent  
Chief, CID  
OIC, Chief - SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
PSB – Chairman & Members  
All Other Concerned

1. This office announces the opening of application for the position of Administrative Assistant II for with the following Qualification Standards:

➤ **Administrative Assistant II (SG-8) (Clerk)**

- **Education:** Completion of Bachelor's Degree or at least 2 years relevant to the position
- **Eligibility:** Career Service Subprofessional, First Level Eligibility
- **Experience:** One year of relevant experience
- **Training:** Four hours of relevant training

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

**Place of Assignment:** Carmona Senior High School  
Emiliano Tria Tirona Memorial National High School  
Tagaytay City Science Senior High School

➤ **Administrative Assistant II (SG-8) (Disbursing)**

- **Education:** Completion of Bachelor's Degree with atleast 12 units of Accounting
- **Eligibility:** Career Service Subprofessional, First Level Eligibility
- **Experience:** One year of relevant experience
- **Training:** Four hours of relevant training

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

**Place of Assignment:** Luis Y. Ferrer West National High School



(046) 419-1286



depd.cavite@depd.gov.ph



www.facebook.com/DivisionOfCaviteProvince



Capitol Compound, Brgy. Luciano, Trece Martires City Cavite



Text Hotline: 74442848



depdcavite.com.ph



Republic of the Philippines  
**Department of Education**  
Region IV-A (CALABARZON)  
**Division of Cavite**  
Trece Martires City, Cavite



Certificate Number: AJA17-0083

2. Interested applicants should submit the **scanned documents in CD saved in e-folder** following the arrangement of documents specified in DepEd Order No. 42, s. 2007:

E-folder - A. Letter of Intent addressed to the Schools Division Superintendent

E-folder - B. Personal Data Sheet with picture

E-folder - C. Performance Rating – 3 consecutive years (if any)

E-folder - D. Experience – Service Record or Certificate of Employment

E-folder - E. Outstanding Accomplishments (if any)

1. Awards    2. Innovations    3. Research    4. Publication

5. Consultant/Resource Speakers in trainings/seminars

For Innovations, Researches and Publications, scanned copy of duly signed front page of your papers will be honored, however hard copy of the whole study should be presented during the open ranking.

E-folder - F. Education and Trainings

1. Latest Transcript of Records

2. Certificates of Trainings attended

E-folder - G. Certificate of Eligibility

3. **CD cases should be labelled with applicant's name, position desired and contact number.** Likewise, all applicants should bring the hard copy documents during interview for validation.

4. Submit on or before **July 19, 2018 (Thursday)** at the Records Unit, Schools Division Office, Trece Martires City, Cavite

5. Posting and immediate dissemination of this Memorandum is desired.

  
**CHERRYLOU D. REPIA**  
Schools Division Superintendent