



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



Certificate Number: AJA17-0083

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1/30/19

January 30, 2019

**DIVISION MEMORANDUM**  
NO. **042** s. 2019

## **CALL FOR APPLICATION FOR THE POSITION OF SCHOOLS DIVISION OFFICE ADMINISTRATIVE ASSISTANT III**

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

1. This office announces the opening of application for the position of Schools Division Office Administrative Assistant III, with the following Qualification Standards:

➤ **Administrative Assistant III (SG-9)**

- **Education:** Bachelor's Degree in Business Administration major in Accounting or completion of any Bachelor's degree relevant to the position with at least nine (9) units in Accounting
- **Training:** at least 4 hours of relevant training
- **Experience:** at least 1 year of relevant experience
- **Eligibility:** at least Career Service Sub-Professional (First Level Eligibility)

**Additional Qualifications:**

- Basic knowledge in Microsoft Office (Word and Excel)
- Basic knowledge in writing communications
- Proficient in use of internet

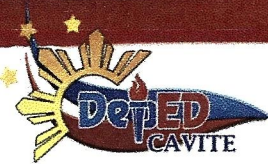
**Number of vacant positions:** 7

**Job Summary:**

- Assists the Administrative Services in undertaking the human resource and payroll related services and other administrative functions;
- Serves simultaneously with other tasks as Agency Approving Officer (AAO) for GSIS loan application and verifier for Private Lending Institution (PLI) loan application.

2. Interested applicants should submit the **scanned documents in CD saved in e-folder** following the arrangement of documents specified in DepEd Order No. 66, 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)



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1. Awards
2. Innovations
3. Research
4. Publication
5. Consultant/Resource Speakers in trainings/seminars

*For Innovations Researches and Publications, scanned copy of front page of programs/projects, research papers, articles or books will be honored. However, approved hard copy of the whole study, memorandum, travel order, certificate and other pertinent documents 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 cover should be labelled with **applicant's name, position desired, desired place of assignment and contact number**. Likewise, all applicants should bring the hard copy documents during open ranking and interview for validation.

4. Submit on or before **February 13, 2019 (Wednesday)** 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