



Republic of the Philippines  
**Department of Education**

REGION IV-A

**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

**JUNE 1, 2020**

DIVISION MEMORANDUM  
 NO. 159, s. 2020

To: OIC, Assistant Schools Division Superintendent  
 Chief, Curriculum and Implementation Division  
 Chief, School Governance and Operations Division  
 All Education Program Supervisors  
 All Public Schools District Supervisors  
 HRMPSB – Chairman and Members  
 All Concerned

**CALL FOR APPLICATION FOR THE POSITIONS OF ADMINISTRATIVE  
 ASSISTANT I AND ADMINISTRATIVE AIDE VI**

1. This office announces the opening of application for the positions of Administrative Assistant I And Administrative Aide VI with the following basic Qualification Standards:

a. **(1) Administrative Assistant I (SG-7)**

- **Education:** At least completion of two (2) years studies in College
- **Training:** None required
- **Experience:** None required
- **Eligibility:** Career Service (Sub-Professional) First Level Eligibility

**Job Summary:**

- To provide general and routine clerical support to the budget officer in the preparation of budgetary requirements needed for submission to the DBM and reports in compliance to other attached agencies; and
- To provide administrative support to the Finance Services functions.

**Additional Qualifications:**

- Basic knowledge in Accounting and Budget
- Proficient in use of internet
- Computer literate

**Place of Assignment:** Schools Division Office – Budget Unit



Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite  
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**"Serbisyon Tapat at Sapat para sa Batang KABITENYO"**



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b. **(2) Administrative Aide VI (SG-6)**

- **Education:** At least completion of two (2) years studies in College
- **Training:** None required
- **Experience:** None required
- **Eligibility:** Career Service (Sub-Professional) First Level Eligibility

**Job Summary:**

- To assist the management and staff and provide administrative support in the effective and efficient operation of the Office of the Assistant Schools Division Superintendent (ASDS).

**Additional Qualifications:**

- Basic knowledge in Microsoft Office
- Basic knowledge in writing business communications
- Proficient in use of internet

**Place of Assignment:** Schools Division Office – ASDS Office





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 latest 2x2 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 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



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3. CD cover should be labelled with **applicant's name, position desired, and contact number**. Likewise, all applicants should bring the hard copy documents during open ranking and interview for validation.
4. Submit on or before **June 15, 2020 (Monday)** at the Records Unit, Schools Division Office, Trece Martires City, Cavite.
5. The Department of Education – Schools Division Office of Cavite Province shall strictly adhere to Division Memorandum No. 382, s. 2017 the “Equal Opportunity Principle (EOP) on Human Resource Management and Development”. All qualified applicants are encouraged to apply regardless of age, gender, civil status, disability, religion, ethnicity or political affiliation.
6. Posting and immediate dissemination of this Memorandum is desired.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

RCD/DM-Memo Title  
ODC/DTS NO./Date Prepared (mm/dd/yy)



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