



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF TABUK CITY
City Hall Compound, Dagupan, Tabuk City



Division Memorandum

No. 21, s. 2020

TO: **Division HRMPSB**
All Interested and Qualified Applicants
All Others Concerned



FROM: **IRENE S. ANGWAY**
OIC-Schools Division Superintendent

SUBJECT: **SUBMISSION OF APPLICATION FOR (2) ADMINISTRATIVE ASSISTANT III AND
(1) ADMINISTRATIVE OFFICER II**

DATE: **January 15, 2020**

1. The Schools Division of Tabuk City is accepting applications for the following vacancy:

Position Title	Salary Grade	Minimum Qualification Standard			
		Education	Experience	Training	Eligibility
Administrative Assistant III (Bookkeeper) 2 Vacancies	9	Completion of two years studies in College	1-year relevant experience	4 hours relevant training	CS Sub Prof
Administrative Officer II (HRMO I)	11	Bachelor's Degree relevant to the job	None required	None required	CS Prof/Second level eligibility

2. All qualified applicants should get a copy of "Checklist of Requirements" at the Personnel Unit as basis of documents to be submitted. Application papers must be submitted in three (3) copies (photocopy) and must be properly labeled. Original documents should be brought during the interview.
3. Deadline of submission is on **JANUARY 29, 2020**. Submission of application and insertion of documents before the set deadline will not be accepted.
4. For immediate dissemination and information.