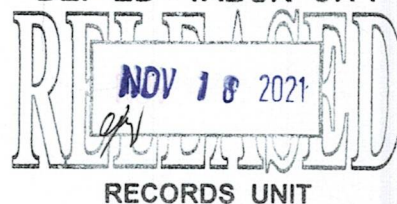




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**

DEP-ED - TABUK CITY



Office of the Schools Division Superintendent

November 16, 2021

**Division Memorandum**

No. 326, s. 2021

**SUBMISSION OF APPLICATION FOR ADMINISTRATIVE ASSISTANT III & II AND  
ADMINISTRATIVE AIDE VI**

TO: **ALL INTERESTED QUALIFIED APPLICANTS**

1. This is to invite all interested **qualified applicants** to submit their application letter for **Administrative Assistant III, Administrative Assistant II and Administrative Aide VI** positions. Submission of application is until **November 26, 2021**.
2. All qualified applicants are welcome to apply regardless of gender, civil status, religion, regional background, and restrictions inability unless otherwise required.
3. The minimum Qualification Standard are as follows:

Position	Education	Training	Experience	Eligibility
Administrative Assistant III	Completion of two years in college	4 hours relevant training	1-year relevant experience	CSC Sub-Prof
Administrative Assistant II	Completion of two years in college	4 hours relevant training	1-year relevant experience	CSC Sub-Prof
Administrative Aide VI	Completion of two years in college	None required	None required	CSC Sub-Prof

4. As to the arrangement of documents, please follow the following order **(in 4 folders)**.
  - A. **Application Letter**
  - B. **Personal Data Sheet w/ Work Experience Sheet**
  - C. **Performance Rating (3 Rating Period)**
  - D. **Appointment/Service Record**
  - E. **Outstanding Accomplishments with MOVs**
    - a. **Award**
    - b. **Innovation**
    - c. **Research and Development Projects**



**Address:** BCS Compd., P2 Bulanao Norte, Tabuk City, Kalinga  
**Email:** tabuk.city@deped.gov.ph  
**Website:** <https://www.depedtabukcity.com>



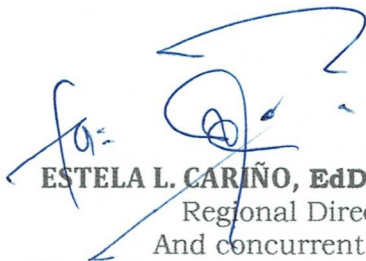
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**Office of the Schools Division Superintendent**

- d. Publication/Authorship*
- e. Consultant/Resource Speaker/ Facilitator/ Evaluator/ Writer/ Presenter/ Trainer in Trainings/Seminars/Workshops/Symposia*
- F. Education*
- G. Training with MOVs*

5. Please refer to **Regional Memorandum No. 178, s. 2020** for the MOVs to be attached.
6. An **Omnibus Sworn Statement** (Annex A) Checklist of Requirements shall be attached to the application stating that all documents submitted, and these documents are originally produced as an output of the performance of one's position description forms.
7. Submission of application and insertion of documents after the set deadline is not accepted.
8. For information and guidance.

  
**ESTELA L. CARIÑO, EdD, CESO III**  
Regional Director  
And concurrent OIC  
Office of the Schools Division Superintendent



**Address:** BCS Compd., P2 Bulanao Norte, Tabuk City, Kalinga  
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