



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



Office of the Schools Division Superintendent

February 09, 2023

Division Memorandum

No. 59, s. 2023

SUBMISSION OF APPLICATION FOR ADMINISTRATIVE AIDE IV, ADMINISTRATIVE AIDE VI, AND ADMINISTRATIVE ASSISTANT II (9 VACANCIES)

TO: ALL INTERESTED QUALIFIED APPLICANTS

1. This is to invite all interested **qualified applicants** to submit your application letter together with your pertinent documents for **Administrative Aide IV, Administrative Aide VI, and Administrative Assistant II (9 vacancies)**. Submission of application is until **February 20, 2023 at 5:00 pm**.
2. All interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOGI), are highly encouraged to apply.
3. The minimum Qualification Standard are as follows:

Position	Education	Training	Experience	Eligibility	Place of Submission
ADMINISTRATIVE AIDE IV	Completion of 2 years studies in college or High School Graduate w/ Relevant Vocational/ Trade Course	None required	None required	Career Service Professional (First Level Eligibility)	KNHS
ADMINISTRATIVE AIDE VI	At least Two year college level	None required	None required	Career Service Professional (First Level Eligibility)	SDO
ADMINISTRATIVE ASSISTANT II (7 VACANCIES)	Completion of two years in college	4 hours of relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	SDO



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



Republic of the Philippines
Department of Education

Cordillera Administrative Region
Schools Division of Tabuk City

Office of the Schools Division Superintendent

ADMINISTRATIVE ASSISTANT II	Completion of two years in college	4 hours of relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	AGBANNAWAG NHS
ADMINISTRATIVE ASSISTANT II	Completion of two years in college	4 hours of relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	TUGA NHS

4. As to the arrangement of documents, please follow the following order (**in 4 folders with respective tabbings**).
 - 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
 - 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) (Form available at the Records Unit of SDO) 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.


IRENE S. ANGWAY, CESO VI
Schools Division Superintendent



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