



**DIVISION NUMBERED MEMORANDUM**  
NO. 174 s. 2017

**TO:** OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CHIEF-SCHOOL GOVERNANCE AND OPERATIONS DIVISION  
CHIEF-CURRICULUM IMPLEMENTATION DIVISION  
ELEMENTARY AND SECONDARY SCHOOL HEADS  
ALL DIVISION PERSONNEL  
ALL OTHERS CONCERNED

**FROM:** CATHERINE P. TALAVERA, Ph.D.  
OIC – Schools Division Superintendent

**DATE:** July 13, 2017

**SUBJECT:** SUBMISSION OF PERTINENT DOCUMENTS OF APPLICANTS FOR  
ADMINISTRATIVE ASSISTANT III AND ADMINISTRATIVE  
ASSISTANT II

In connection with the newly created item in our division, all interested and qualified applicants are required to submit their pertinent documents at the record section on or before July 30, 2017.. All applicants should submit the following documents with proper ear tags, to wit:

- \* Application Letter
- \* CSC Form 212 (revised 2017) in copies with the latest 2 x 2 ID pictures
- \* Certified Photocopy of PRC ID
- \* Certified copies of Transcript of Records
- \* Copies of Certificate of Employment and Performance Rating for those applicants with experience.
- \* Certificate of Specialized Training
- \* Outstanding Accomplishments
- \* Research
- \* Innovation
- Resource Speaker





Republic of the Philippines  
Department of Education  
Region 4-A CALABARZON  
Province of Quezon  
**CITY SCHOOLS DIVISION**  
City of Tayabas



- |                                 |  |         |
|---------------------------------|--|---------|
| 1. Administrative Assistant III | SG-9   | 3 items |
| Qualification Standards –       |  |         |
| Education                       | Bachelor of Science in Accountancy                         |         |
| Experience                      | 1 yr. relevant experience                                  |         |
| Eligibility                     | CSC Prof/Sub Prof  |         |
| Training                        | 8 hrs. relevant training                                   |         |
|                                 | Computer Literate  |         |
|                                 |  |         |
| 2. Administrative Assistant II  | SG -8  | 3 items |
| Qualification Standards         |  |         |
| Education                       | Bachelor of Science in Financial Management/<br>Management |         |
| Experience                      | 1 yr. relevant experience                                  |         |
| Eligibility                     | CSC Prof/Sub-Prof  |         |
| Training                        | 8 hrs. relevant training                                   |         |
|                                 | Computer Literate  |         |