



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

May 11, 2020

DIVISION MEMORANDUM
No. _____ s. 2020

**CORRIGENDUM TO DIVISION MEMORANDUM RE: RECRUITMENT AND
SELECTION OF APPLICANTS FOR ADMINISTRATIVE ASSISTANT II**

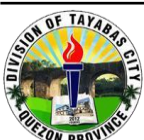
To: OIC-Assistant Schools Division Superintendent Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. This is to inform the field the changes of timeline for selection of applicants for Administrative Assistant II are as follows:

Activities	Venue	Schedule
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the ASDS	May 11, 2020
Written and Oral Communication Test/ Evaluation of documents and interview of applicants	SDO Conference Hall	May 20, 2020/ 1 st Batch
Written and Oral Communication Test/ Evaluation of documents and interview of applicants	SDO Conference Hall	May 21, 2020/ 2 nd Batch
HRMPSB deliberation and preparation of Comparative Assessment Results CAR)	Office of the ASDS	May 22, 2020
Submission to the office of SDS the Comparative Assessment Results (CAR)	Office of the SDS	May 22, 2020
Conduct of Background Investigation	Upon the request of the Appointing Authority	
Posting of Results	SDO Bulletin Board and 2 other conspicuous places	May 25, 2020

2. It is also expected that applicants should bring the original copy of submitted pertinent documents and the required documents for evaluation as stipulated in the DepEd Order 66, s. 2007 for Teaching; Related Teaching and Non-Teaching Positions on the scheduled day of evaluation of documents and interview of applicants.
3. Widest dissemination of this memorandum is desired.

ANIANO M. OGAYON, CESO V
Schools Division Superintendent



Brgy. Poto, Tayabas City
(042) 710-0329 or 797-0773

tayabas.city@deped.gov.ph
tayabas.depedr4a.net

