



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



DIVISION MEMORANDUM

No. 162 - 2018

**TO: CHIEF, CURRICULUM IMPLEMENTATION DIVISION
CHIEF, SCHOOL GOVERNANCE AND OPERATIONS DIVISION
EDUCATION PROGRAM SUPERVISORS
HEADS OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
ALL OTHERS CONCERNED**

FROM: CATHERINE P. TALAVERA CESO.VI
Schools Division Superintendent

SUBJECT: SUBMISSION OF PERTINENT PAPERS FOR ADMINISTRATIVE AIDE VI POSITION

DATE: June 4, 2018

This is to inform all concerned regarding the submission of Pertinent Papers for Administrative Aide position. All interested and qualified applicants should submit the following documents on or before June 8, 2018 with proper ear tags, to wit:

1. Application Letter
2. CSC Form 212 (revised 2017) with the latest 2 x 2 ID picture
3. Certified Photocopy of PRC ID
4. Certified copies of Transcript of Records
5. Copies of Certificate of Employments and Performance Rating
6. Certificate of Trainings
7. Certificate of Speakership
8. Certificate of Outstanding Accomplishments

- I. Outstanding Employee Award
- II. Innovations
- III. Research and Development Projects
- IV. Publication and Authorship

Widest dissemination of this memorandum is desired.

We are an emerging division where excellence is a habit and allegiance for quality is a pledge.

Email us at: tayabas.city@deped.gov.ph

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POSITION	SALARY GRADE	QUALIFICATION STANDARD
ADMINISTRATIVE AIDE VI	6	Completion of two (2) years studies in College No experience required, No training required, Career Service Sub professional or appropriate first level eligibility

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