



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



DIVISION NUMBERED MEMORANDUM

NO. 263 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: SEPTEMBER 19, 2017

**SUBJECT: SUBMISSION OF PERTINENT DOCUMENTS OF APPLICANTS FOR
ADMINISTRATIVE AIDE VI FOR SDO AND ADMINISTRATIVE
OFFICER II FOR SENIOR HIGH SCHOOL STAND ALONE**

In connection with the vacancy in our division, all interested and qualified applicants are required to submit their pertinent documents at the record section on or before September 28, 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 CSC Eligibility
- * Certified copies of Transcript of Records
- * Copies of Certificate of Employment and Performance Rating for those applicants with experience.
- * Certificate of Specialized Training relevant to the job
- * Outstanding Accomplishments
- * Research
- * Innovation
- Resource Speaker





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- | | | |
|-------------------------------|--|-------------|
| 1. Administrative Officer II | SG-11 | 1 item |
| Qualification Standards – | | |
| Education | Bachelor's degree | |
| Experience | 1 yr. relevant experience | |
| Eligibility | CSC Professional | |
| Training | 8 hrs. relevant training on Financial and Administrative Management | |
| | Preferably knowledgeable in Physical Facilities, Financial and Administrative Management, Messengerial, Security and Utility | |
| | Computer Literate | |
|
2. Administrative Aide VI |
SG - 6 |
2 items |
| Qualification Standards | | |
| Education | Bachelor's degree/Completion of 2 nd year college | |
| Experience | 1 yr. relevant experience | |
| Eligibility | CSC Prof/Sub-Prof | |
| Training | 8 hrs. relevant training | |
| | Computer Literate | |

In compliance with a memo issued by the Division Office, all interested and qualified applicants are required to submit their pertinent documents to the school division office before September 28, 2019. All applicants should submit the following documents with proper notepaper and seal:

- Application Letter
- CSC Form 297 (revised 2017), in copies with the latest 2 x 2 (ID) pictures
- Certified photocopy of CSC Registration
- Certified copies of Transcript of Records
- Copies of Certificate of Employment and Performance Rating for three applicants with experience
- Certificate of Specialized Training relevant to the job
- Outstanding Accomplishments
- Research
- Seminar
- Knowledge Specialty

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

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