



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

February 6, 2020

**DIVISION MEMORANDUM**

No. 041, s. 2020

**RECRUITMENT AND SELECTION OF APPLICANTS FOR**  
**ADMINISTRATIVE ASSISTANT III**

**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 announce to the field the division-wide recruitment and selection of applicant regardless of age, sex, civil status, ethnicity, disability, religion and political affiliation.

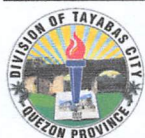
Position	No. of Position	Work Assignment
Administrative Assistant III	1	Division Office-Tayabas City

2. The qualification standards and competency requirements of the said position are as follows

Position	Education	Experience	Training	Eligibility	Competency Requirement
Administrative Assistant III SG-9	Must be able to read and write/Elementary School Graduate; High School Graduate or completion of relevant vocational/trade course/Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility	Behavioral Competency  Core Skills/ICT Skills

3. Interested qualified applicants are advised to submit the following documents (photocopy) properly labelled, with ear tag, per criterion;

1. Application letter addressed to the Schools Division Superintendent



Brgy. PotoI, Tayabas City



(042) 710-0329 or 797-0773



tayabas.city@deped.gov.ph



tayabas.depedr4a.net



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2. CSC Form 212-revised 2017 (Personal Data Sheet) must be computerized
3. Service Record and Copy of previous appointment
4. Authenticated Certificate of Board Rating/Eligibility and PRC ID
5. CAV of latest Transcript of Records and Diploma/Certificate on CAR
6. NBI of Police Clearance
7. PSA issued Marriage Contract/CENOMAR
8. PSA issued Certificate of Live Birth
9. Certificate of Trainings for the last three(3 years or after the recent promotion
10. Required documents for evaluation as stipulated in the DO # 66 s. 2007 for other Teaching; Related Teaching and Non-Teaching Positions
4. The timeline for the recruitment and selection process are indicated below.  
Applicants are requested to be present during the evaluation and interview.

Activities	Venue	Schedule
Filing of application letter with complete supporting documents	SDO Records Unit/Receiving Section	February 26, 2020 5:00PM
Pre-evaluation of the applicant's qualification viz-aviz Qualification Standards	HRM Office	February 27-28, 2020
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the ASDS	March 3, 2020
Written and Oral Communication Test	SDO Conference Hall	March 5, 2020
Evaluation of documents and interview of applicants	SDO Conference Hall	March 10, 2020
HRMPSB deliberation and preparation of Comparative Assessment Results CAR)	Office of the ASDS	March 10, 2020
Submission to the office of SDS the Comparative Assessment Results (CAR)	Office of the SDS	March 11, 2020
Posting of Results	SDO Bulletin Board and 2 other conspicuous places	March 13, 2020
Conduct of Background Investigation	Upon the request of the Appointing Authority	

5. Applicants must ensure that their documents are accurate, complete, and are submitted on time. Late documents shall not be accepted. Incomplete documents will not be entertained. No retrieval of folders will be allowed once stamped "Received" by the office.
6. Wide and immediate dissemination of the Memorandum is desired.

**ANIANO M. OGAYON, CESO V**  
Schools Division Superintendent



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