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

February 10, 2020

DIVISION MEMORANDUM

No. 045, s. 2020

**CORRIGENDUM TO DIVISION MEMORANDUM RE: 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 inform the field the changes of timeline for recruitment and selection of applicants for Administrative Assistant III are as follows:

Activities	Venue	Schedule
Filing of application letter with complete supporting documents	SDO Records Unit/Receiving Section	February 17, 2020 5:00PM
Pre-evaluation of the applicant's qualification viz-aviz Qualification Standards	HRM Office	February 19, 2020
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the ASDS	February 21, 2020
Evaluation of documents and interview of applicants	SDO Conference Hall	February 25, 2020
HRMPSB deliberation and preparation of Comparative Assessment Results CAR)	Office of the ASDS	February 26, 2020
Submission to the office of SDS the Comparative Assessment Results (CAR)	Office of the SDS	February 27, 2020
Posting of Results	SDO Bulletin Board and 2 other conspicuous places	February 28, 2020
Conduct of Background Investigation	Upon the request of the Appointing Authority	February 29, 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



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