



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



NUMBERED MEMORANDUM

NO. 4/2 s. 2018

**TO: OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEF-SCHOOL GOVERNANCE AND OPERATIONS DIVISION
CHIEF-CURRICULUM IMPLEMENTATION DIVISION
ALL DIVISION PERSONNEL
ALL OTHERS CONCERNED**

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

DATE: December 11, 2018

**SUBJECT: SUBMISSION OF PERTINENT DOCUMENTS OF APPLICANTS FOR
ADMINISTRATIVE ASSISTANT II – DEPED SDO TAYABAS CITY**

In connection with the vacant item of Administrative Assistant II in the SDO Tayabas City, All interested and qualified applicants are requested to submit their pertinent documents at the HR Unit on or before December 14, 2018 until 4PM. All applicants should submit the following requirements with appropriate supporting documents with proper ear tags, to wit:

2. Application Letter
3. CSC Form 212 (revised 2017) in copies with the latest 2 x 2 ID pictures
4. Certified copies of Transcript of Records
5. Copies of Certificate of Employment/ Service record
6. Performance Rating for the last two (2) years
7. Certificate of Relevant Trainings
8. Innovations
9. Outstanding Accomplishments
10. Research
11. Speakership
12. Publication

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

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1. Administrative Assistant II
Salary Grade

1 vacant item
8

Qualification Standards:
Education

Bachelors' Degree in Accountancy, Financial
Management. Must have at least 18 unit in
Accounting

Experience
Eligibility
Training

1 year relevant experience
CSC Professional/Sub-Professional
12 hrs. relevant training

Additional Requirements:

1. Not have any record of practice or practices which may violate the Republic Act No. 6713 also known as "The Code of Conduct and Ethical Standards for Public Officials and Employees and its Implementing Rules and Regulations".
2. Must have good moral character.
3. Must be Computer Literate (Word, Excel, Powerpoint, etc.)
4. Preferably has experience of government accounting

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