



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM

No. 455, s. 2021

November 11, 2021

**RANKING FOR THE POSITIONS OF ADMINISTRATIVE ASSISTANT III
AND ADMINISTRATIVE ASSISTANT II**

To: Human Resource Merit Promotion and Selection Board
Applicants
Others Concerned

1. This Office hereby announces the ranking for positions, to wit:

POSITION TITLE & SALARY GRADE	EDUCATION REQUIREMENTS	MINIMUM EXPERIENCE REQUIREMENTS	MINIMUM TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS	NO. OF VACANCY
Administrative Assistant III [SG 9]	Bachelor's degree in Commerce	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional) First Level Eligibility	4
Administrative Assistant II [SG 8]	Completion of two-year studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-Professional) First Level Eligibility	1

2. Interested and qualified applicants should signify their interest in writing specifying the position applied for. Attach the following documents to the application letter:

- a) Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded from www.csc.gov.ph;
- b) Performance rating for the last 3 periods (if applicable);
- c) Photocopy of certificate of eligibility/ rating/ license;
- d) Photocopy of Transcript of Records;
- e) Photocopy of Service Record or Certificate of Employment;
- f) Photocopy of certificates of relevant trainings if any; and
- g) Photocopy of certificates and/or proofs of outstanding accomplishments if any.

- g) Photocopy of certificates and/or proofs of outstanding accomplishments if any.
3. Kindly submit your pertinent documents inside a folder not later than **November 24, 2021** to the **Office of the Schools Division Superintendent**. For additional information, kindly refer to DepEd Order No. 66, s. 2007.
4. Schedule of interview will be announced later.
5. This ranking welcomes and gives equal employment opportunity to all. No applicant shall be discriminated and/or denied access to opportunities for suitable employment. Interested and qualified applicants, regardless of gender, civil status, age, disability, ethnicity, and members of the Indigenous Communities, and those from any Sexual Orientation and Gender Identities and Expression (SOGIE) may apply.
6. For information and guidance.



JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent *chee*

