



November 21, 2017

DIVISION MEMORANDUM

No. 809, s. 2017

**ACCEPTANCE OF APPLICATION FOR ADMINISTRATIVE ASSISTANT 2 FOR SENIOR
HIGH SCHOOL IN DEPED CEBU PROVINCE SY 2017-2018**

**To: Assistant Schools Division Superintendents
Chiefs, Functional Divisions
Education Program Supervisors/Coordinators
Public Schools District Supervisors/OICs
Principals/School Heads/Caretaker
All Others Concerned**

1. This Office is accepting applications for Administrative Assistant 2 for Senior High School for SY 2017-2018 :
2. Please be guided of the following:

Qualification Standards:

Education: Bachelor's Degree

Experience: One (1) year of relevant experience (administrative/clerical/secretarial)

Training: At least four (4) hours of relevant training (within the last 5 yrs. reckoned from the date of application)

Eligibility: Career Service Sub-professional (First Level)

Functions:

Provides administrative and clerical support to his/her supervisor; assist either the Principal or the Assistant Principal; may be designated as property custodian or to the canteen services, as deemed necessary.

3. Schedule of Acceptance of Applications, Evaluation and Examination are as follows:

November 21-29, 2017 – Acceptance of Applications

December 13, 2017 - Evaluation and Screening of Applications

December 14-15, 2017 – Interview and Written Exam of Applicants

4. Applicants should attach the following in their application:

- Application Letter address to Schools Division Superintendent
- Proof of eligibility
- Transcript of Records
- Training Certificates (relevant to the position)
- Proof of experience such as proof of employment
- Performance rating, if any
- Other pertinent documents relevant to the application

5. Public Schools District Supervisors/ School Heads are instructed to disseminate the said Division Memorandum in their own municipality for the information of all interested applicants who possess the qualification standards.
6. Hand written and computerized revised PDS is allowed provided there is no erasure if opted the latter.
7. Immediate and wide dissemination of this Memorandum is hereby directed.


RHEA MARIA ANGTUD, Ed.D., CESO VI
Schools Division Superintendent