



Republic of the Philippines
 Department of Education
 Region VII, Central Visayas
 Division of Cebu Province
 IPHO Bldg, Sudlon Lahug, Cebu City



October 14, 2016

DIVISION MEMORANDUM
 NO. 649 s. 2016

**REOPENING OF THE ADMINISTRATIVE ASSISTANT 2 POSITIONS FOR
 SENIOR HIGH SCHOOL OF DEP-ED DIVISION OF CEBU PROVINCE**

To: Assistant Superintendents
 Education Supervisors/Coordinators
 District Supervisors/OICs/Caretakers
 Elementary and Secondary School Heads
 Teachers & All Others Concerned

1. This office is inviting applicants to fill in the remaining Administrative Assistant 2 position for Senior High School (SHS) SY 2016-2017:
2. Interested Qualified applicants must strictly comply in an ordinary folder, the following pertinent papers upon submission:
 - a. Letter of Application
 - b. Personal Data Sheet/ Resume
 - c. Performance Rating (3 rating period)- a must
 - d. Transcript of Records
 - e. CSC Eligibility or its equivalent
 - f. Certified of Relevant of Trainings/seminars attended
 - g. Outstanding and meritorious accomplishments
3. Applicants are advised to submit application to Human Resource Management Office on or before October 20, 2016, Attention: Mr. Floren C. Semblante.
4. Qualification standard is listed below for reference and guidance.

POSITION TITLE & SALARY GRADE	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Administrative Assistant 2 (SG 8)	Completion of 2 years studies in college	1 year of relevant	4 hours relevant training	Career Service (Subprofessional) First Level Eligibility

5. Immediate and wide dissemination of this memorandum.


RHEA MAR A. ANGTUD, Ed.D., CESO VI
 Schools Division Superintendent