



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

January 7, 2020

DIVISION MEMORANDUM

DM No. 013, s. 2020

SCHEDULE OF OPEN RANKING FOR ADMINISTRATIVE ASSISTANT III

To: All District Supervisors, Coordinating Principals, Elementary School Heads, Secondary School Heads, OICs, TICs, All Others Concerned



1. This Office invites all qualified applicants regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity, class and political affiliation are advised to attend the open – ranking to be held at the Training Center, Division Office at Exactly 8:00 am on January 17, 2020
2. Qualified applicants are advised to bring pertinent documents as follows
 - a. Personal Data Sheet
 - b. Transcript of Records (Authenticated)
 - c. Certificate of Trainings and Seminars attended
 - d. Eligibility
 - e. Service Record
 - f. Performance Rating for the last two (2) years (in current position if applicable)
 - g. Other pertinent documents relative to the position can be brought on the date of evaluation for appreciation of the Division Selection Board. However, all activities and accomplishments already use for an earlier promotion will no longer be credited for the nest promotion. Accomplishments to qualify for the credit points will be for the last three years, if not used for previous promotion.
 - h. Activities and accomplishments shall be properly documented approved by the immediate chief and attested by the authorized regional/division official.
 - i. Applicants are required to bring one(1) original copy of their documents with table of contents/ indexes.
3. The Members of the Personnel Selection Board (PSB) and Technical Working Group (TWG) shall facilitate the open ranking procedure, validation of applicants' pertinent documents and written/skill test.

DEPEDQUEZON-TM-SDS-04-009-002

Email address: quezon@deped.gov.ph

Comments: **Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)**

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4. Attached herewith is the Qualification Standards for Administrative Assistant III.
5. For Immediate dissemination

POSITION/SALARY GRADE: ADMINISTRATIVE ASSISTANT III/SG 9

QUALIFICATIONS:

EDUCATION	: Completion of two years' studies in college
EXPERIENCE	: 1 year relevant experience
TRAINING	: 4 hours relevant training
ELIGIBILITY	: Career Service (SubProfessional) First Level Eligibility

PREFERRED ADDITIONAL REQUIREMENTS:

Applicant must possess a Bachelor's degree in Business Administration preferably in accounting
With experience in liquidation and pre-audit

With experience in financial records and reports, account tracking and financial transactions recording and procedures


CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

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