



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
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Registration Number:
QAC/R63/0216

July 8, 2020

DIVISION MEMORANDUM

DM No. 171, s. 2020

SCHEDULE OF OPEN RANKING FOR ADMINISTRATIVE ASSISTANT III

To: **Assistant Schools Division Superintendent**
OICs, Office of the Asst. Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, Schools Governance and Operation Division
Education Program Supervisors
Public Schools District Supervisors
HRMPSB – Chairman and Members
Elementary, JHS and SHS Heads
All Other Concerned

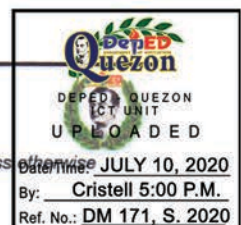
1. All qualified applicants regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity, class and political affiliation are advised to submit scanned copy of documents (one PDF file only) for Administrative Assistant III on or before **July 14, 2020 (Tuesday)** for open ranking.
2. Qualified applicants are advised to submit the following pertinent documents:
 - a. Personal Data Sheet with Work Experience 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 submitted on the date of evaluation for appreciation of the Division Selection Board. However, all activities and accomplishments already used for an earlier promotion will no longer be credited for the next 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.

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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3. The Members of the Personnel Selection Board (PSB) and Sub-Committee members shall facilitate the open ranking procedure, validation of applicants' pertinent documents and written/skill test.
4. Applicants are advised to submit their scanned pertinent documents using PDF file format (one PDF file only) thru tinyurl.com/ADASIII07142020, documents should be in proper arrangement as stated in item no. 2 of this memo.
5. Applicants who passed the initial evaluation will be informed thru their email for the schedule of online interview. Those who will meet the cut-off score of 30 points and above will be included in the ranklist.
6. Listed below is the Qualification Standards for Administrative Assistant III.

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
- With experience in clerical and administrative functions.

7. For Immediate dissemination


CATHERINE P. TALAVERA, CESO V
 Schools Division Superintendent

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