



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

October 31, 2020

**DIVISION MEMORANDUM**

DM No. 337, s. 2020

**CALLING FOR APPLICATION FOR ADMINISTRATIVE ASSISTANT II AND III  
POSITIONS IN SDO QUEZON**

**To:** OIC-Assistant Schools Division Superintendents, CID and SGOD Chiefs, Education Program Supervisors and Specialists, Unit/Section Heads, Public Schools District Supervisors, HRM-PSB Chairmen and Members, Elementary and Secondary School Heads, and All Others Concerned

1. This office announces the opening of application for the position of Administrative Assistant III and Administrative Assistant II. All qualified applicants regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity, class and political affiliation, are hereby advised to submit hard copy of documents with proper tabbing or scanned copy of documents using one PDF file only on or before **November 11, 2020 (Wednesday)** for open ranking.
2. Qualified applicants are advised to submit the following pertinent documents:
  - a. Letter of intent addressed to the Schools Division Superintendent (Kindly indicate the position you are applying for)
  - b. Personal Data Sheet (PDS) with Work Experience Sheet
  - c. Transcript of Records (Authenticated)
  - d. Certificate of Trainings and Seminars Attended
  - e. Authenticated Eligibility
  - f. Latest Service Record or Certificate of Employment
  - g. Performance Rating for the last 2 Years (in current position if applicable)
  - h. Other accomplishments relevant to the position
  - i. Activities and accomplishments shall be properly documented approved by the immediate chief and attested by the authorized regional/division official.
3. The Personnel Selection Board (PSB) and Sub-Committee Members shall facilitate the open ranking procedure, validation of documents, and written skills/test.
4. Applicants may submit their pertinent documents through the district liaison officers or submit **(one PDF file only)** thru this link [tinyurl.com/ADASIII1112020](http://tinyurl.com/ADASIII1112020) for **ADAS III** applicants and

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[tinyurl.com/ADASII1112020](http://tinyurl.com/ADASII1112020) for **ADAS II** applicants, documents should be in **proper arrangement** as stated in item no. 2 of this memorandum.

- Applicants who will pass the initial evaluation will be informed through a division memorandum for the schedule online interview and written/skills test. Those who will meet the cut-off score of 45 points and above will be included in the rank list.
- Listed below are the Qualification Standards for the positions.

**POSITION/SALARY GRADE:**

**ADMINISTRATIVE ASSISTANT II/ SG-8 and ADMINISTRATIVE ASSISTANT III/ SG-9**

**QUALIFICATIONS:**

EDUCATION: Completion of 2 years studies in college


EXPERIENCE: At least 1-year relevant experience

TRAINING: Four hours relevant training

ELIGIBILITY: Career Service (Sub-Professional)/First Level Eligibility

- Preferred Additional Requirements for Administrative Assistant III**  
Applicants must possess a Bachelor's Degree in Business Administration preferably in accounting  
With experience in financial records and reports, account track and financial transactions recording and procedures, liquidation and pre-audit
- Preferred Additional Requirements for Administrative Assistant II**  
Applicants must be a Bachelor's Degree and with experience in clerical and administrative functions.

- Immediate and widest dissemination of this Memorandum is desired.

  
**ELIAS A. ALICAYA, JR. EdD.**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

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