



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

March 19, 2021

OFFICE MEMORANDUM
OM No. 003, s. 2021

DELIBERATION OF ADMINISTRATIVE ASSISTANT III AND ADMINISTRATIVE ASSISTANT II

**TO: OIC-Assistant Schools Division Superintendents
HRMPSB Members
Technical Working Group**

1. In reference with the DM 122 s. 2021 Schedule for the Conduct of Behavioral Event Interview for Administrative Assistant II and III Applicants with Letter of Intent, please be informed that the Human Resource Promotion and Selection Board will have its deliberation on March 22, 2021 (Monday), 2:00 PM at the Library Hub for the final list of applicants for Administrative Assistant III and Administrative Assistant II positions.
2. Please be advised to strictly follow and observe the IATF guidelines on safety and health protocols.
3. All expenses relative to this activity are chargeable against local/division fund subject to usual accounting and auditing procedures.
4. Immediate 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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Date/Time	3/22/2021
By	Rommel
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