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Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF NUEVA ECJA
Cabanatuan City

September 17, 2015

DIVISION MEMORANDUM

No. 131, s. 2015

DIVISION RANKING FOR ADMINISTRATIVE ASSISTANT II (SG-8)

To: **Secondary Schools Principal/TIC's
Public Schools District Supervisor
All Others Concerned**

1. This is to announce the **Ranking for Administrative Assistant II** Position on **October 8, 2015, 10 a.m.** at DepED-Nueva Ecija Conference Hall.
2. The Qualification Standards for the said position are as follows:
 - Education: Two (2) years completion in college
Preferably Bachelor's Degree
 - Experience
One (1) year relevant experience
 - Training
Four (4) hours relevant training
 - Eligibility
CS Sub-Professional (1st Level MC. 11, s. 1996)
 - Required Skills
Must be good in written communication skills and computer literate
3. All qualified and interested applicants are advised to submit their pertinent papers not later than **September 29, 2015**, at the Records Section. **DepEd Order No. 66, s. 2007** shall be used in the appraisal of documents.
4. It is also understood that all Original Documents should be presented on the Ranking day, hence **No Original Document, No Point** shall be strictly observed.
5. Immediate and wide dissemination of this Memorandum is earnestly desired.


EDNA SANTOS-ZERRUDO, Ed.D., CESO V
Schools Division Superintendent

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