

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

July 1, 2015

**DIVISION MEMORANDUM**

No. 69, s. 2015

**DIVISION RANKING FOR LEGAL ASSISTANT (SG-10)**

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

1. This is to announce the **Ranking for Legal Assistant Position** on **July 22, 2015, 10 a.m.** at DepED-Nueva Ecija Conference Hall.
2. The Qualification Standards for the said position are as follows:
  - Education : Bachelor's Degree  
*Preferably Bachelor of Science in Law (Graduate)*
  - Experience: None Required  
*Preferably with at least one (1) year relevant experience*
  - Training: None Required  
*Preferably with at least four (4) hours relevant training*
  - Eligibility  
*CS Professional (2<sup>nd</sup> Level)*
  - Required Skills  
*Must be good in written communication skills*
3. All qualified and interested applicants are advised to submit their pertinent papers not later than **July 17, 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