

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

July 1, 2015

**DIVISION MEMORANDUM**

No. 70, s. 2015

**DIVISION RANKING FOR ADMINISTRATIVE ASSISTANT III (SG-9)**

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

1. This is to announce the **Ranking for Administrative Assistant III** 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 Accountancy (Graduate)*
  - Experience  
*One (1) year relevant experience*
  - Training  
*Four (4) hours relevant training*
  - Eligibility  
*CS Sub-Professional (1<sup>st</sup> Level MC. 11, s. 1996)*
  - 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

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