

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 (1st 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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