



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



09 March 2021

DIVISION MEMORANDUM

No. 66, s. 2021

**SUBMISSION OF APPLICATION FOR
 ADMINISTRATIVE ASSISTANT II, ADMINISTRATIVE ASSISTANT I AND
 ADMINISTRATIVE AIDE VI POSITIONS**

TO : **ALL INTERESTED AND QUALIFIED APPLICANTS
 ALL OTHERS CONCERNED**

1. This is to inform all interested and qualified applicants of the following vacant positions at the Schools Division of Baguio City:

Position Title	Qualification Standards			
	Education	Experience	Training	Eligibility
(7) Administrative Assistant II (Clerk IV)	Completion of two years in college	1 year of relevant experience	4 hours of relevant training	Career Service Sub-Professional (First Level Eligibility)
(1) Administrative Assistant I	Completion of two years in college	None required	None required	Career Service Sub-Professional (First Level Eligibility)
(4) Administrative Aide VI (Clerk III)	Completion of two years in college	1 year of relevant experience	4 hours of relevant training	Career Service Sub-Professional (First Level Eligibility)

2. All interested and qualified applicants regardless of sex or gender orientation, age, civil status, religious affiliation, national origin, disability status, ethnicity or any other characteristics protected by law should signify their interest in their application letter together with complete documentary requirements on or before **March 19, 2021** at DepEd-Baguio Schools Division Office to be received at the Records Section.

3. The following required documents should be submitted in two (2) separate folders (1 original copy and 1 photocopy) which should be properly arranged and labeled:

- a. Fully accomplished Personal Data Sheet (PDS) with recent passport size picture (CS Form No. 212 Revised 2017) which can be downloaded at www.csc.gov.ph;
- b. Three (3) recent Performance Rating (CY 2018, 2019 and 2020);
- c. Service Record duly signed by the Administrative Officer/Head of Office;
- d. Certificate of Employment or Appointment or Contract of Service;
- e. Certificate of Eligibility/ Rating/ License;
- f. Outstanding/meritorious accomplishments (Awards, Innovation, Research and Development Project, Publication/Authorship, Consultancy/Resource Speakership);




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- g. Authenticated Official Transcript of Records, with certification if completed academic requirements for Masteral or Doctorate Degree;
 - h. Certificate of trainings and seminars attended relevant to the position
 - i. Other pertinent documents based on Regional Memorandum No. 178, s. 2020.
4. All applications submitted beyond March 19, 2021 will not be accepted.
5. Written examination and interview of qualified applicants for the aforementioned vacant positions shall be announced in a separate memorandum.
6. For any inquiries and clarifications, please visit Ms. Ma. Louela C. Moncada, HRMO at the Personnel Section or contact her at 0948-077-2088.
7. For information and guidance.

Position Title	Education	Experience	Training	Eligibility
Administrative Assistant II (Class VI)	Completion of two years in college	Two years in relevant field	Two years of relevant training	Sub-Professional (First Level)
Administrative Assistant I	Completion of college	One year in relevant field	None required	Sub-Professional (First Level)
Administrative Aide VI (Class III)	Completion of two years in college	Two years in relevant field	Two years of relevant training	Sub-Professional (First Level)


MARIE CAROLYN B. VERANO, CESO V
 Schools Division Superintendent

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- d. Certificate of Employment or Appointment or Contract of Service;
- e. Certificate of Eligibility/Rating/Placement;
- f. Outstanding/meritorious accomplishments (Awards, Innovation, Research and Development Project, Publication/Autorship, Consultancy/Resource & such strip);



"DepEd SDO Baguio City: We Serve, We Care."

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