



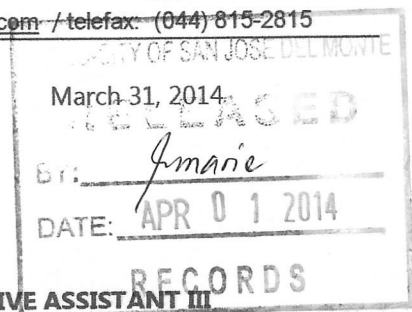
Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region III  
**DIVISION OF CITY SCHOOLS**  
City of San Jose del Monte



website: [www.depedcsjdm.webs.com](http://www.depedcsjdm.webs.com) / e-mail: [deped\\_csjdm@yahoo.com](mailto:deped_csjdm@yahoo.com) / telefax: (044) 815-2815

**DIVISION MEMORANDUM**

No. 44 s. 2014



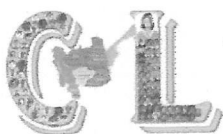
**SCHEDULE OF OPEN RANKING FOR ADMINISTRATIVE ASSISTANT III  
FOR DIVISION OFFICE**

To : All District Supervisor  
All Secondary School Principals/OICs  
All Non-Teaching Personnel

2. The City Schools Division will conduct an open ranking for Administrative Assistant III positions on April 15, 2014 (Tuesday) at 2:00 p.m. at the Division Conference Hall, San Ignacio St., Poblacion, City of San Jose del Monte, Bulacan.
2. Candidates must have a Civil Service Sub-Professional eligibility, at least completed two (2) years studies in college and with one (1) year relevant experience.
3. Candidates must submit a photocopy of the following documents on April 10, 2014 (Thursday) and must bring the original copies on the day of the open ranking:
  - a. Application Letter
  - b. Personal Data Sheet (Form 212)
  - c. Appointment paper/s / Certificate of Employment
  - d. Transcript of Records/ Form 137/Diploma
  - e. Accomplishments/ Achievements
  - f. Performance Rating (3 rating period)
  - g. Certificate of Seminars/Training attended
4. Immediate and wide dissemination of this memorandum to all concerned is desired.

  
**ESTELITA G. PINEDA, CESO V**  
Schools Division Superintendent

AO5  
:rhea



*"Collaborating with our Leaders, Caring for our Learners"*

