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Republic of the Philippines

Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM
OSDS-PER-UM-08-28-2024/HR

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
CID and SGOD Personnel
OSDS Unit Heads and Personnel
Applicants for the Position
All Others Concerned

FROM : **CECILE C. FERRO CESO VI**
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

SUBJECT : **ADVISORY NO. 4 TO DIVISION MEMORANDUM No. 304, s. 2024
"ACCEPTANCE OF APPLICATION AND ASSESSMENT FOR
ADMINISTRATIVE ASSISTANT II AND ADMINISTRATIVE ASSISTANT III
POSITIONS"**

DATE : August 28, 2024

1. Relative to Division Memorandum No. 304, s. 2024 re: Acceptance of Application and Assessment for Administrative Assistant II and Administrative Assistant III Positions, please be informed that the schedule of Document Evaluation and Interview (Open Deliberation) for **Administrative Assistant II- Senior High School and Administrative Assistant III – Personnel Section, OSDS and Accounting Section Applicants** is set on **August 29, 2024 and August 30, 2024, 1:00 P.M. to 5:00 P.M. at SDO Terrace.**
2. This is also to inform all applicants for Administrative Assistant II (SHS), Administrative Assistant III (OSDS) and Administrative Assistant III (Accounting) with their schedule of Written and Work Sample Test on **August 30, 2024, 8:00 A.M. to 12:00 P.M at SDO Terrace.**
3. All other provisions in the said Division Memorandum still apply.
4. For information and guidance.