



Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM
 OSDS-PER-UM-07-01-2024/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 : *By Authority of the Schools Division Superintendent*

CECILE C. FERRO CESO VI
 Assistant Schools Division Superintendent
 Officer-in-Charge

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

DATE : July 1, 2024

1. All concerned are hereby informed of the updated schedule of activities relative to the Assessment for the Administrative Assistant II and Administrative Assistant III positions as announced in Division Memo No. 304, s. 2024:

Activity	Date, Time & Venue	Person/s Responsible
Release/Posting of IER	July 5, 2024 Within Office Hours Bulletin Board/ Information to the Applicants	HRMO
Written Test and Work Sample Test	July 9, 2024 9:00 A.M. to 11:00 A.M. ASDS Office	HRMPSB HRMPSB Secretariat
Open Deliberation	June 11-12, 2024 8:30 A.M. to 5:00 P.M. ASDS Office	HRMPSB HRMPSB Secretariat

- The changes are due to the number of applicants who applied for the position that required more time for the release/posting of Initial Evaluation result.
- All other provisions in the said Division Memorandum still apply.
- For information and guidance.



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