

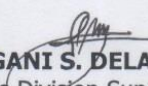


Republic of the Philippines
Department of Education
Region XII
Division of Sarangani
Alabel



Division Memorandum
No. 106, s. 2014

TO : ALL DISTRICT HEADS, SCHOOL HEADS (SECONDARY AND ELEMENTARY)
INTERESTED APPLICANTS

FROM :  **ISAGANI S. DELA CRUZ**
Schools Division Superintendent

SUBJECT : **SUBMISSION OF PERTINENT PAPERS FOR THE NEW ADMINISTRATIVE ASSISTANT II AND III POSITIONS**

DATE : April 2, 2014

1. Please be informed of the newly created Administrative Assistant II and Administrative Assistant III positions in the following Offices/Schools, to wit:

OFFICE	UNIQUE ITEM NUMBER
DIVISION OFFICE (to be deployed in schools)	ADAS3-840100-2014
	ADAS3-840101-2014
	ADAS3-840102-2014
	ADAS3-840103-2014
	ADAS3-840104-2014
	ADAS3-840105-2014
	ADAS3-840106-2014
	ADAS3-840107-2014
	ADAS3-840108-2014
	ADAS3-840109-2014
	ADAS3-840110-2014
	ADAS3-840111-2014
	ADAS3-840112-2014
ADAS3-840116-2014	
BALITON NATIONAL HIGH SCHOOL	ADAS3-840115-2014
	ADAS2-840031-2014
MALALAG-COGON NHS	ADAS2-840029-2014
ALABEL NATIONAL SCIENCE HIGH SCHOOL	ADAS3-840114-2014
	ADAS2-840030-2014
LEONARD YOUNG, SR. NATIONAL HIGH SCHOOL	ADAS3-840114-2014
	ADAS2-840030-2014

2. Interested applicants are invited to submit their pertinent papers (Application Letter, Transcript of Records, Certificate of Eligibility, Certificates of Training, if any, Employment Records or Service Record, Performance Rating, etc.) on or before April 10, 2014. Please indicate outside your folder your complete name and the position applied for.

Immediate dissemination and strict compliance of this Memorandum is hereby required.