



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

15 June 2021

ADVISORY

1. Please be advised that the **Open Ranking for Administrative Assistant II and III** positions stated in the **Division Memorandum No.143, s. 2021** shall be postponed to June 28, 2021 to July 2, 2021 via virtual platform.
2. Examination and interview will be done virtually. The link will be given on the scheduled date.
3. The qualified applicants shall submit hard copy of the following pertinent papers on or before June 18, 2021 at Personnel Office:
 - a. Letter of intent addressed to Head of Office
 - b. CS Form 212
 - c. Photocopy of Certificate of Eligibility
 - d. Transcript of Record
 - e. Service Record or Certificate of Employment
 - f. Certificate of Trainings
 - g. Last 3 years Performance Rating
 - h. Omnibus Sworn Statement of Authenticity
 - i. Outstanding Accomplishment
 - j. Certificate of Awards
 - k. Innovation
 - l. Research and Development Projects
4. For immediate dissemination and guidance of all concerned.


JESSIE D. FERRER, CESO V
Schools Division Superintendent

1-3-2 RBG
05/15/2021

