



Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF TANGUB CITY**  
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**DIVISION MEMORANDUM**

No. 154 s. 2017

**TO:** Curriculum and Implementation Division  
School Governance and Operations Division  
Office of the Schools Division Superintendent  
Secondary, Elementary Principals & Head Teachers

**From:** VICTORIA V. GAZO, Ph. D., CESO V  
Schools Division Superintendent

**SUBJECT:** DIVISION RANKING TO OCCUPY VACANT POSITIONS

**Date:** July 27, 2017

1. Pursuant to DepEd Order No. 66 s. 2007 entitled "*Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions,*" there will be a Division ranking to occupy possible available non-teaching positions, to wit:
  - a. Administrative Assistant III (Senior Bookkeeper)
  - b. Administrative Assistant II (Disbursing Officer)
2. Interested qualified applicants are to submit the following to be earmarked as follows for easy identification and perusal, to wit:
  - a. Application Letter
  - b. Personal Data Sheet/Resume
  - c. Certified Xerox copy of Appointment;
  - d. Updated Service Record
  - e. Certified Xerox copy of Approved Performance Rating (last 3 years)
  - f. Transcript of Records
  - g. Trainings/Seminars attended
  - h. Outstanding Accomplishments
3. Deadline of submission of pertinent papers will be on August 11, 2017
4. Only applicants who meet the minimum qualification of the said position will be notified for interview through a text message from this office cell # 0930-018-8966. It is advised that applicant shall indicate their current phone number in their application.
5. Immediate dissemination of this Memorandum is desired.