



CITY SCHOOLS DIVISION OF ANTIPOLO

Memorandum

TO : OIC – Assistant Schools Division Superintendent
OIC – CID, SGOD
Education Program Supervisors
Public Schools District Supervisors
All Elementary and Secondary School Heads
All Others Concerned

FROM : DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

SUBJECT : Schedule of Evaluation and Interview of Applicants for Administrative Assistant III (Senior Bookkeeper) and Administrative Assistant II (Disbursing Officer)

Date : February 19, 2018

Please be informed that the evaluation and interview of applicants of the following positions will be at San Isidro Elementary School following the schedule below:

Date	Time	Position
February 22, 2018	9:00 AM – 9:30 AM	Administrative Assistant III
February 22, 2018	9:31 AM – 12:00 NN	Administrative Assistant II

Applicants are advised to adhere to the following:

1. Report to the venue **on the scheduled date and time**. The order of evaluation shall be on **first come, first serve basis**.
2. Bring original documents for verification purposes.
3. No additional documents shall be accepted after the due date.
4. **No applicants** will be entertained after the scheduled date.

Please regularly visit DepEd Antipolo City website www.depedantipolo.com for further announcement.

For information and guidance of all concerned.