



MEMORANDUM

TO : OIC – Assistant Schools Division Superintendent
 OIC Chief Education Supervisor - SGOD
 OIC Chief Education Supervisor- CID
 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 Non-Teaching Applicants

Date : August 24, 2018

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

Date	Time	Position
August 29, 2018	9:00 AM	Administrative Assistant III (Senior Bookkeeper)
	1:00 PM	Administrative Assistant II (Disbursing Officer)
		Administrative Assistant II (SHS)
		Administrative Aide VI
August 31, 2018	9:00 AM	Attorney
		Project Development Officer (SHS)
	1:00 PM	Administrative Officer II (SHS)

Applicants are advised to adhere to the following:

1. Report to the venue on the *scheduled 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 and time.



Republic of the Philippines
Department of Education
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Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO



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

For information and guidance of all concerned.

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