



Department of Education
Region X-Northern Mindanao



DIVISION OF ILIGAN CITY

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ANNOUNCEMENT

This Office is pleased to announce that the position of **Administrative Assistant II (Senior High School)** is now open for ranking.

All interested applicants to the position are hereby encouraged to submit their application letter with certified **photocopies** of supporting documents based on DO No. 66, s. 2007 to Randolph B. Tortola, CESO VI, Schools Division Superintendent **on or before 5:00 o'clock of July 29, 2016. Request for extension for the submission of application will not be entertained.**

The following are the basic/minimum requirement/s for the position to wit:

Education	Completion of 2 years studies in college
Experience	1 year of relevant experience
Training	4 hours relevant training
Eligibility	Career Service (Sub Professional) First Level Eligibility
Others	Computer Literate

Interview and Assessment of all applicants will be announced later.

Widest dissemination of this information is hereby enjoined.

RANDOLPH B. TORTOLA, CESO VI
Schools Division Superintendent