



Republic of the Philippines
Department of Education

Region XII
SCHOOLS DIVISION OFFICE OF TACURONG CITY

March 22, 2024

DIVISION MEMORANDUM
OSDS NO.: 047 s. 2024

**CONDUCT OF SKILLS TEST FOR NON-TEACHING POSITIONS
(ADMINISTRATIVE ASSISTANT III AND ADMINISTRATIVE ASSISTANT II)
APPLICANTS**

TO: HRMPSB Personnel
All Applicants
All others concerned
This Division

1. This is to announce the schedule of the skills test for Administrative Assistant III and Administrative Assistant II on March 25, 2024; 1:30PM-2:30PM for ADAS III and 2:40PM-3:40PM for ADAS II at the CSDT Conference Room, SDO Tacurong City.
2. All applicants must be at the venue 30 minutes before the scheduled time and must bring own ballpen and wear a mask.
3. For your information, guidance, and immediate dissemination to all concerned.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: None
Reference/s: D.O. 07, s. 2023
Allotment:

To be indicated in the Perpetual Index under the following subjects
POSITIONS QUALIFICATIONS VACANCIES

GPO/OSDS/ADMIN-HR/CONDUCT OF SKILLS TEST FOR NON-TEACHING POSITIONS (ADMINISTRATIVE ASSISTANT III AND ADMINISTRATIVE ASSISTANT II) APPLICANTS/February 5, 2024



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