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Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE
Lagawe, Ifugao

Division Memorandum
No. 118 s. 2016

To: CID and SGOD Divisions
Elementary and Secondary School Heads
and others Concerned

From: SALLY B. ULLALIM, CESO V
Schools Division Superintendent

Date: July 15, 2016

Subject: Submission and assessment of documents for Administrative Officer II, Project Development Officer I, Registrar I and Administrative Aide II

The Schools Division Office of Ifugao is accepting applications for Administrative Officer II, Project Development Officer 1, Registrar 1 and Administrative Aide II to be deployed to the different Senior High Schools. The schedule for open assessment at the Mini Function Hall of the Division Office are as follows:

Date	Position	Remarks
August 3, 2016, 9:00 AM	Administrative Officer II	Interview and skills demo will be scheduled after the paper assessment
August 4, 2016, 9:00 AM	Project Development Officer 1	
August 9, 2016, 9:00 AM	Registrar 1	
August 10, 2016, 9:00 AM	Administrative Aide II	

Attached are the required documents and a copy of notice of vacancy for reference.