



Division Memorandum

No. 104, s. 2019

TO: All Interested Applicants

FROM: 
MARILOU B. DEDUMO, Ph. D., CESO V
Schools Division Superintendent

SUBJECT: Corrigendum to Division Memorandum No. 102, s. 2019 titled "Acceptance of Folders of Applicants for Administrative Assistants II and III" (per NOSCA No. 1802018-12-034)

DATE: March 01, 2019

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1. This Division memo corrects the required training for ADAS III with parenthetical titles of Computer Operator II and Secretary II with the following:
 - a. For Computer Operator – instead of 4 hours relevant training in accounting, it will be changed to 4 hours relevant training in computer operations;
 - b. For Secretary II – from 4 hours relevant training in accounting , it will be changed to 4 hours relevant training only; and
 - c. For Human Resource Management Assistant II – from 4 hours relevant training in accounting, it will be changed to 4 hours of relevant training only.

