



Department of Education

Region III

**DIVISION OF PAMPANGA**

City of San Fernando



January 3, 2018

Division Memorandum

No. 003, s. 2018

TO: Heads of Elementary/Secondary Schools and Senior High Schools  
All Division Unit Heads


**Rendition of Encoding/Clerical Work in District Offices/Schools**

Newly hired permanent Administrative Assistants II and III (ADASS) are being assigned in district offices/schools to provide clerical and other related services vice Clerks previously hired under Job Order Contracts.

In this connection, you are directed to submit all documents for typing, encoding, filing, etc. to your concerned ADAS for appropriate action. Encoding/clerical work assigned to ADASS in field offices should not in any way be done by an employee assigned in the division office. It is stressed further that NO FEE shall be collected from the Teachers/ District Personnel for encoding purposes.

Any school official or division employee found violating this directive will be dealt with accordingly.

For information, dissemination and strict compliance.

  
LEONARDO D. ZAPANTA, Ed.D., CESO VI  
Officer-In-Charge  
Office of the Schools Division Superintendent

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