

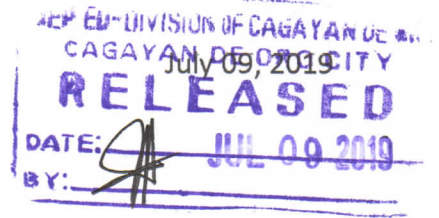


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF CAGAYAN DE ORO
Fr. William Masterson Road
Upper Balulang, Cagayan de Oro City



DIVISION MEMORANDUM

No. 521, s. 2019



**ANNOUNCEMENT AND POSTING OF VACANCIES FOR ADMINISTRATIVE ASSISTANT-II
(DISBURSING OFFICER) AND ADMINISTRATIVE ASSISTANT-III
(SENIOR BOOKKEEPER)**

TO : Assistant Schools Division Superintendent
Human Resource Merit Promotion and Selection Board (HRMPSB)
Education Program Supervisors
Public Schools District Supervisors
Secondary and Elementary School Heads
All Other Concerned
This Division

1. The field is hereby informed of the schedules for the Division Ranking for Administrative Assistant-II (Disbursing Officer) and Administrative Assistant-III (Senior Bookkeeper).
2. The following are the positions with corresponding number of vacancies, position title, salary grade and minimum qualification standard.

VACANT POSITION	ITEM NUMBER	SG	MINIMUM QUALIFICATION STANDARD	DATE OF INTERVIEW BY THE HRMPSB
ADMINISTRATIVE ASSISTANT-II (DISBURSING OFFICER)	ADAS2-660049-2018	8	Completion of 2 years studies in College; 4 hours relevant training; 1 year relevant experience; CS (Sub-prof); 1st level eligibility	
ADMINISTRATIVE ASSISTANT-III (SENIOR BOOKKEEPER)	ADAS3-660165-2018 ADAS3-660166-2018 ADAS3-660167-2018 ADAS3-660168-2018 ADAS3-660169-2018 ADAS3-660170-2018 ADAS3-660171-2018 ADAS3-660172-2018 ADAS3-660173-2018 ADAS3-660174-2018	9	Completion of 2 years studies in College or High School Graduate with relevant vocational/trade course; with at least (9) nine units in Accounting subjects; 4 hours relevant training; 1 year relevant experience; CS (Sub-prof); 1st level eligibility	July 19, 2019, 9:00 AM at the ASDS Office

3. Deadline for the submission of documents stamped received by the Division Office shall be on **July 15, 2019** AND NO ADDITIONAL DOCUMENTS WILL BE ACCEPTED AFTER THIS DATE.

4. Documents submitted must be **ARRANGED** and **EARMARKED** as follows:

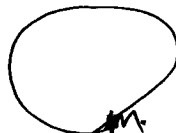
- A. Application letter specifying the position being applied;
- B. Certified true copy of the CSC Rating;
- C. Latest appointment;
- D. Performance rating for the last 3 years;
- E. Updated Service Record / Certificate of Employment
- F. Outstanding Accomplishment Certificates;
- G. Transcript of Records; and
- H. Training Certificates (Specialized trainings and chairmanship/co-chairmanship in planning/technical committee)

5. **DepEd Order No. 66, s. 2007** will be used as basis for document evaluation and interview.


6. Please bring **ORIGINAL COPY** of pertinent documents on the scheduled date of evaluation.

7. This Office promotes the Equal Employment Opportunity Principle (EEOP). Qualified candidates are welcome to apply regardless of disability, sexual orientation, gender, age, religion, and ethnicity.

8. Widest dissemination of this Memorandum is enjoined.



JONATHAN S. DELA PEÑA, Ph.D., CESO V

Schools Division Superintendent 

kbm/records

Competence. Dedication. Optimism