

**DIVISION MEMORANDUM**

No. 016, s. 2013

**SCREENING OF APPLICANTS FOR ADMINISTRATIVE ASSISTANT III  
(SENIOR BOOKKEEPER)**

To: OIC, Assistant Superintendents  
Education Supervisors/Coordinators  
District Supervisors/OICs/Caretakers  
Elementary and Secondary School Heads

1. The field is hereby informed that this Office is now accepting applicants for the position of Administrative Assistant III (Senior Bookkeeper) to be assigned in the following secondary schools of this Division:

Name of School	Address	No. of Position
LANGIN NHS	LANGIN, RONDA, CEBU	1
SIBONGA NHS	POBLACION, SIBONGA, CEBU	1
JUAN PAMPLONA NHS	POBLACION, TABUELAN, CEBU	1
DOÑA LILING NHS	TABOGON, CEBU	2
MONTAÑEZA NHS	MONTAÑEZA, MALABUYOC	1
ALCOY NHS	POBLACION, ALCOY, CEBU	1
ROSARIO NHS	ROSARIO, ALOGUINSAN, CEBU	1
USMAD NHS	USMAD, ARGAO, CEBU	1
BUANOY NHS	BUANOY, BALAMBAN	1

2. Interested applicants are directed to submit their application letter together with the following documents, to the Office of OIC-ASDS Roseller N. Gelig on or before January 20, 2014:

- CSC Form 212 (Personal Data Sheet)
- Certified photo copy of Certificate of Eligibility (at least sub-professional)
- Certified photo copy of Transcript of Records of baccalaureate course
- Certified photo copy of Service Records, Performance Rating and Clearance, if available, issued by authorized personnel, for applicants with related job experience

- Certified photo copy of certificate of trainings/seminars attended related to the job
  - Omnibus Sworn Statement by the applicant declaring that all documents submitted are authentic and correct
3. Interview of qualified applicants will be on January 23, 2014 at the Division BAC Office, IPHO Building, Sudlon, Lahug, Cebu City.
  4. Applicants who have submitted their application letters prior to the issuance of this Memorandum are advised to re-submit their pertinent documents.
  5. This Office will not accept application letters submitted beyond the cut-off date, likewise, request for special interview is also discouraged.
  6. Immediate and wide dissemination of this Memorandum is directed.

  
**ARDEN D. MONISIT, Ed.D.**  
Schools Division Superintendent

ADM/rng14

**Telephone Numbers:**

Schools Division Superintendent: (032) 255-6405  
Asst. Schools Division Superintendent: (032) 520-3216 loc 102 (Corriente) 104 (Noveras) 105 (Gelig)  
Accounting Section: (032) 254-2632  
Disbursing Section: (032) 255-4401  
Admin/Legal: (032) 253-7847

**Website:** [www.depedcebuprovince.com](http://www.depedcebuprovince.com)

**E-mail Add:** [depedcebuprovince@yahoo.com](mailto:depedcebuprovince@yahoo.com)

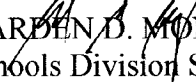
LIST OF PERSONNEL WHO WILL CONDUCT  
THE RANKING OF ADAS-III

CHAIRMAN - MR. ROSELLER N. GELIG  
VICE-CHAIRMAN - MR. JEREMY DENAMPO  
MEMBERS: MRS. LOVELLA PERALES  
DR. MARY ANN FLORES  
MRS. JANE GURREA

APPROVAL RECOMMENDED:

  
ROSELLER N. GELIG  
OIC-ASDS

APPROVED:

  
ARDEN D. MONISIT, ED.D.  
Schools Division Superintendent