



JUL 16 2015.

DIVISION MEMORANDUM

No. 436, s. 2015

ANNOUNCING THE SCHEDULE OF SCREENING OF APPLICANTS FOR ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) AND ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER) FOR S.Y. 2015 – 2016

To: Assistant Superintendent
Education Supervisors/Coordinators
District Supervisors/OICs/Caretakers
Elementary and Secondary School Heads

1. The field is hereby informed of the schedule of screening of applicants for Administrative Assistant III (Senior Bookkeeper) and Administrative Assistant II (Disbursing Officer) for S.Y. 2015-2016. Qualified applicants will be deployed to secondary schools of Cebu Province Division with financial staff.
2. Applicants are advised to submit their application letter, supported with the following documents to the Human Resource Section of this Division, on or before August 14, 2015:
 - a. CSC Form 212 (Personal Data Sheet)
 - b. Certified photo copy of eligibility (at least CSC Sub-Professional)
 - c. Certified photo copy of Transcript of Records
 - d. Copies of service records (for those with work related experience)
 - e. Certified photo copy of Performance Rating duly signed by the head of the agency/company
 - f. Certified photo copy of trainings/seminars attended
 - g. Certified photo copy of outstanding accomplishments/innovation/publication
 - h. Omnibus certification of authenticity and veracity of the documents submitted
3. Only **qualified applicants** will be allowed to proceed to the interview stage of the screening process to be conducted on August 18, 2015 at Division BAC Office, IPHO Building, Sudlon, Lahug, Cebu City.

4. The members of the screening committee are the following:

Chairman - Mr. Roseller N. Gelig, ASDS
Members - Dr. Mary Ann Flores, EPS
Dr. Novie Mangubat, EPS
Mr. Jeremy Denampo, AO V
Mr. Rejie Gonzaga, HRMO-Designate
Representative of the Secondary Principals' Association
Representative of the Non-Teaching Association

5. Expenses incurred relative to the conduct of the screening process such as travelling expenses, meals and snacks of the members of the committee shall be charged against the Division MOOE, subject to its availability and the usual accounting and auditing rules and regulations.

6. This Memorandum serves as "Authority to Travel" of the members of the screening committee.

7. Immediate and wide dissemination of this Memorandum is directed.


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

ADM/rng15

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Schools Division Superintendent: (032) 255-6405
Asst. Schools Division Superintendent: (032) 520-3216 loc 104
(032) 520-3216 loc 102 or Fax /tel no. 236-4628 (Mr. Roseller Gelig)
Accounting Section: (032) 254-2632 (Mrs. Gervacia Sanchez)
Disbursing Section: (032) 255-4401 (Ms. Ma. Teresa Peralta)
Admin/Legal: (032) 253-7847 (Mr. Jeremy Denampo)

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