



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas

**DIVISION OF CEBU PROVINCE**  
IPHO Bldg., Sudlon, Lohug, Cebu City



November 16, 2017

**DIVISION MEMORANDUM**

NO. 788, s. 2017

**TO: Assistant Schools Division Superintendents  
Chiefs, Functional Divisions  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors (PSDSs)/OICs  
Principals/Heads of Elementary and Secondary Schools  
All Others Concerned**

**ACCEPTANCE OF APPLICATION (2<sup>ND</sup> ROUND) FOR ADAS II (DISBURSING OFFICER) AND ADAS III (BOOKKEEPER) POSITIONS IN DEPED CEBU PROVINCE FOR SY 2017-2018**

1. This Office announces for the second time the following available non-teaching positions for SY 2017-2018 for deployment to Central Schools (District):
  - Administrative Assistant II ( Disbursing Officer) – SG 8
  - Administrative Assistant III ( Bookkeeper) – SG 9
2. Public Schools District Supervisors are instructed to disseminate the information of said vacant items in their own municipality for the information of all interested parties.
3. Please be guided of the following:
  - Qualification Standards**
    - ✓ Completion of two (2) years in College
    - ✓ One (1) year experience relevant/related to position applied
    - ✓ At least four (4) hours relevant training
    - ✓ 1<sup>st</sup> Level Eligibility – Career Service Sub Professional
  - Functions:**
    - ✓ Preparation and maintenance of registries of allotment and obligations; subsidiary ledgers related to cash advances; financial accountability reports; pre-audit and liquidation reports; analysis of COA findings and recommendations as well as direct control on monitoring of its status of compliance undertaken by the

4. **Schedule of Acceptance of Applications, Evaluation and Examination are as follows:**

<b>November 17 – 24, 2017</b>	-	<b>Acceptance of Applications</b>
<b>November 27 – 29, 2017</b>	-	<b>Evaluation and Screening of Applicants Interview and Written Exam</b>

5. **Immediate dissemination and compliance of this Memorandum is directed.**

  
**RHEA MAR A. ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent