

Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



February 14, 2018

DIVISION MEMORANDUM

No. 151, s. 2018

**ACCEPTANCE OF APPLICATION FOR NON-TEACHING POSITIONS
SY 2018-2019**

**To: Assistant Schools Division Superintendents
Chiefs, Functional Divisions
Education Program Supervisors/Coordinators
Public Schools District Supervisors/OICs
Principals/School Heads/Caretaker
All Others Concerned**

1. This Office is accepting applications for the following non-teaching positions for use this SY 2018-2019
 - Administrative Assistant 3 (Senior Bookkeeper)
 - Administrative Assistant 2 (Disbursing Officer)
 - Administrative Assistant 2 for Senior High School
 - Administrative Aide 6
2. Please be guided with the following:

QUALIFICATION STANDARDS:

- **Administrative Assistant 3 (Senior Bookkeeper)**
- **Administrative Assistant 2 (Disbursing Officer)**

Education: Completion of at least two years in College (preferably Accountancy/Business Administration)

Experience: At least one year of relevant experience

Training: At least four hours relevant training (within the last five years)

Eligibility: Career Service Sub-Professional (first level)

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 school, other related bookkeeping and accounting tasks as may be assigned by Head of Office.

- **Administrative Assistant 2 for Senior High School**

Education: Completion of at least two years in College

Experience: At least one year of relevant experience (administrative/clerical/secretarial)

Training: At least four hours relevant training (within the last five years)

Eligibility: Career Service Sub-Professional (first level)

Functions: Provides administrative and clerical support to his/her supervisor, assist either Assistant Principal / Principal, may be designated as property custodian or to canteen services as deemed necessary.

Education: Completion of at least two years in College
Experience: None
Training: None
Eligibility: Career Service Sub-Professional (first level)

Functions: To assist the management and staff, provide administrative support in the effective and efficient operation of the Division, schedules calendar meetings/appointments, trainings, workshops, documents/communications received, routed, tracked, archived to records, encoded documents, power point, respond to visitors and other tasks assigned by Head of Office.


3. Schedule of Acceptance of Applications and Evaluation are as follows:

March 16, 2018 – Deadline Acceptance of Applications
March 20-23, 2018 - Evaluation and Screening of Applications

4. Applicants should attach the following in their application:

- Application Letter address to Schools Division Superintendent
- Proof of Eligibility
- Transcript of Records
- Training Certificates (relevant to the position applying & must be within the last 5 years)
- Proof of experience
- Performance rating, if any
- Personal Data Sheet (PDS)
- Other pertinent documents relevant to the position applying

5. Public Schools District Supervisors/ School Heads are instructed to disseminate the said Division Memorandum in their own municipality for the information of all interested applicants who possess the qualification standards.
6. Schedule of interview for the short listed applicants will be announced in a separate memo or will be informed through phone call or text message.
7. Immediate and wide dissemination of this Memorandum is hereby directed.


RHEA MARA ANGTUD, Ed.D., CESO VI
Schools Division Superintendent