

June 4, 2019

DIVISION MEMORANDUM

No. 312, s. 2019

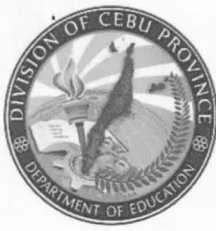
**ANNOUNCEMENT OF VACANCIES AND RANKING FOR ADMINISTRATIVE ASSISTANT III
 (BOOKKEEPER) AND ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)**

To: Assistant Schools Division Superintendents
 CID and SGOD Chiefs
 CID and SGOD Personnel
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 Division Personnel Selection Board
 All Others Concerned

1. This Office announces the available vacant positions for Administrative Assistant III (Bookkeeper) and Administrative Assistant II (Disbursing Officer) with the following basic qualifications:

Positions	Salary Grade	BASIC QUALIFICATION STANDARDS			
		Education	Experience	Training	Eligibility
Administrative Assistant III Senior (Bookkeeper)	9	At least 2 years in college	1 year relevant experience	4 hrs. relevant training	Career Sub-Professional (First Level Eligibility)
Administrative Assistant II (Disbursing Officer)	8	At least 2 years in college	1 year relevant experience	4 hrs. relevant training	Career Sub-Professional (First Level Eligibility)

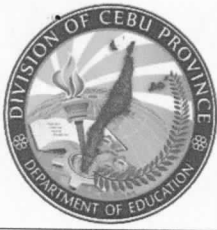
2. Applicants who do not meet the qualification standards for the position applied for are automatically disqualified to advance in the screening process.
3. All qualified applicants shall apply online before submitting their letter of intent indicating the specific position applied for and their pertinent papers in a folder to the Office of the Personnel Officer Monina Pomarejos at the Division Office on or before June 28, 2019.
4. The pertinent documents to be arranged with tabs and to be submitted in a folder are the following:
 - 5.1. Application letter indicating the position applied for.
 - 5.2. CSC Form 212 (Personal Data Sheet, Revised 2017) with the latest 2x2 ID picture.
 - 5.3. Transcript of Records (TOR)



- 5.4. Service Record
- 5.5. Certificates of relevant training
- 5.6. Certificate of Eligibility of the position applied for
- 5.7. Performance Rating for the last three (3) rating periods (at least Very Satisfactory)
- 5.8. Certificates of Outstanding Accomplishments (awards, innovations, research projects, publication, as resource speaker)
- 5.9. Certificates of specialized training, scholarship grants, chair/ co-chair in technical committee

5. Hereunder are the schedules of activities:

Date	Venue	Time	No. of Working Days	ACTIVITIES
June 6-27, 2019	Anywhere with internet connection	24 hours	15 days	Online Application by the Applicants
July 6-28, 2019	District Office	8:00 a.m.- 5:00 p.m.	16 days	Submission of the applicants' pertinent documents in a folder with tabs to the Office of the Personnel Officer Monina Pomarejos for verification against the original documents and certification as to the veracity, accuracy and authenticity of documents . The Office shall issue a certification to the applicant that it has received the application specifying the documents that have been submitted. Another copy will be retained to be attached in each folder of the applicant. Note: Only one (1) folder per applicant. Applicants are advised to bring their original documents for verification at the said Office.
July 1, 2019	Division Office	8:00 a.m.- 10:00 a.m.	1	Orientation of the members of the Division Personnel Selection Board
July 1-5, 2019	Division Office	8:00 a.m. - 5:00 p.m.	5	Documents Review by the Division Personnel Selection Board
July 8, 2019	Division Office	8:00 a.m. - 5:00 p.m.	1	Orientation, Confirmation of Preliminary Points, and Interview of ADAS III Applicants by the Division Personnel Selection Board
July 9, 2019	Division Office	8:00 a.m. - 5:00 p.m.	1	Orientation, Confirmation of Preliminary Points, and Interview of ADAS II Applicants by the Division Personnel Selection Board



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

DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



				Note: The Applicants are advised to bring the original documents for validation purposes
July 12-26 2019	Division Office	8:00 a.m. - 5:00 p.m.	15 days	Posting of the initial RQA in the Division Office. Request for corrections shall only be entertained during posting period
July 30, 2019	Division Office	8:00 am- 5:00 pm	1	Submission of RQA to the Office of the SDS for approval.
July 31, 2019 onwards	Division Office	8:00 a.m.- 5:00 p.m.		Hiring of ADAS III (Bookkeeper) and ADAS II (Disbursing Officer)

6. For further information and guidance, please refer to Deped Order No. 66, s. 2007, "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching, and Non Teaching Positions".
7. Meals of the members of the Personnel Selection Board and other related expenditures shall be charged to the Division MOOE subject to the usual accounting and auditing rules and regulations.
8. This serves as Authority to Travel among the identified participants in the different scheduled activities.
9. Immediate and wide dissemination of this Memorandum is desired.


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