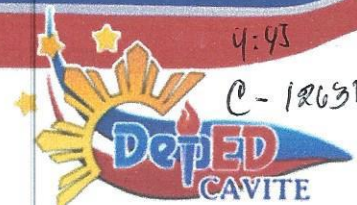




Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



August 30, 2017

DIVISION MEMORANDUM

NO. 258, s. 2017

**CALL FOR APPLICATION FOR THE POSITION OF
ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) &
ADMINISTRATIVE ASSISTANT II (DISBURSING)**

TO: OIC, Assistant Schools Division Superintendent
Chiefs, CID / SGOD
Education Program Supervisors
Public Schools District Supervisors
PSB – Chairman & Members
All Other Concerned

1. This office announces the opening of application for the position of Administrative Assistant II and Administrative Assistant III (Senior Bookkeeper), with the following Qualification Standards:

➤ **Administrative Assistant III – Senior Bookkeeper (SG-9)**

- **Education:** Bachelors of Science in Accountancy or completion of any Bachelor's Degree relevant to the position with at least 36 units in Accounting
- **Eligibility:** Career Service Subprofessional, First Level Eligibility
- **Experience:** One year of relevant experience
- **Training:** Four hours of relevant training

Additional Qualification: Basic knowledge in computer operation such as Microsoft Office, and use of the Internet.

➤ **Administrative Assistant II – Disbursing (SG-8)**

- **Education:** Completion of any Bachelor's Degree relevant to the position with at least 12 units in Accounting
- **Eligibility:** Career Service Subprofessional, First Level Eligibility
- **Experience:** One year of relevant experience
- **Training:** Four hours of relevant training

Additional Qualification: Basic knowledge in computer operation such as Microsoft Office, and use of the Internet.

2. Place of Assignment:

- a. All 23 Central Elementary Schools (see appendix A)
- b. Schools Division Office
- c. Luis Y. Ferrer North NHS, Gen. Trias City
- d. Luis Y. Ferrer West NHS, Gen. Trias City



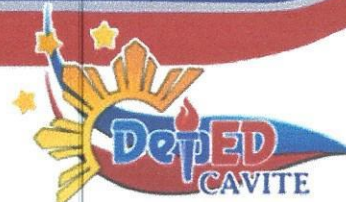
Republic of the Philippines

Department of Education

Region IV-A (CALABARZON)

Division of Cavite

Trece Martires City, Cavite



3. Interested applicants should submit the **scanned documents in CD saved in e-folder** following the arrangement of documents specified in DepEd Order No. 66, s. 2007:

E-folder - A. Letter of Intent addressed to the Schools Division Superintendent

Pls. indicate the name of school of the desired place of assignment. (see appendix A)

E-folder - B. Performance Rating – 3 consecutive years (if any)

E-folder - C. Experience – Service Record or Certificate of Employment

E-folder - D. Outstanding Accomplishments (if any)

1. Awards 2. Innovations 3. Research 4. Publication

5. Consultant/Resource Speakers in trainings/seminars

E-folder - E. Education and Trainings

1. Latest Transcript of Records

2. Certificates of Trainings attended

E-folder - F. Certificate of Eligibility

E-folder - G. Personal Data Sheet (PDS)

4. CD cover should be labelled with applicant's name and position desired. Likewise, all applicants should bring the hard copy documents during interview for validation.

5. Submit on or before **September 13, 2017 Wednesday** at the Records Unit, Division Office, Trece Martires City, Cavite

6. Posting and immediate dissemination of this Memorandum is desired.

ELIAS A. ALICAYA, JR. Ed.D.
OIC-Assistant Schools Division Superintendent

CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



APPENDIX A

LIST OF CENTRAL ELEMENTARY SCHOOLS IN DIVISION OF CAVITE

No.	Municipality	School
1.	Alfonso	Alfonso Central School
2.	Amadeo	Amadeo Elementary School
3.	Carmona	Carmona Elementary School
4.	General Mariano Alvarez	San Gabriel II Elementary School
5.	General Emilio Aguinaldo – Bailen	Bailen Elementary School
6.	General Trias I	General Trias I – Central Elementary School
7.	General Trias II	General Trias II – Central Elementary School
8.	Indang I	Indang I – Central Elementary School
9.	Indang II	Indang II– Central Elementary School
10.	Kawit	Aguinaldo Elementary School
11.	Magallanes	Magallanes Elementary School
12.	Maragondon	Maragondon Elementary School
13.	Mendez	Mendez Central School
14.	Naic I	Naic I – Central Elementary School
15.	Naic II	Naic II – Central Elementary School
16.	Noveleta	Noveleta Elementary School
17.	Rosario	Rosario Elementary School
18.	Silang I	Silang I – Central Elementary School
19.	Silang II	Silang II – Central Elementary School
20.	Tagaytay	Tagaytay City Central School
21.	Tanza	Felipe Calderon Elementary School
22.	Ternate	Ternater Central Elementary School
23.	Trece Martires City	Trece Martires City Elementary School