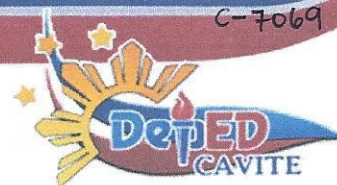




Republic of the Philippines  
**Department of Education**  
Region IV-A (CALABARZON)  
**Division of Cavite**  
Trece Martires City, Cavite



April 17, 2018

**DIVISION MEMORANDUM**  
NO. 098, s. 2018

**CALL FOR APPLICATION FOR THE POSITIONS OF  
ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) &  
ADMINISTRATIVE ASSISTANT II (DISBURSING)  
BATCH 3**

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 positions of Administrative Assistant III (Senior Bookkeeper) & Administrative Assistant II (Disbursing), with the following Qualification Standards:

- **Administrative Assistant III (Senior Bookkeeper) (SG-9)**
  - **Education:** Bachelor's Degree in Accountancy or completion of any Bachelor's Degree relevant to the position with at least 36 units in Accounting
  - **Eligibility:** At least Career Service Subprofessional-1<sup>st</sup> level eligibility
  - **Experience:** One year relevant experience
  - **Training:** 4 hours of relevant training
- **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:** At least Career Service Subprofessional-1<sup>st</sup> level eligibility
  - **Experience:** One year relevant experience
  - **Training:** 4 hours of relevant training

**Additional qualifications:** Basic knowledge in computer operations such as Microsoft Office, and use of the Internet.

2. Place of Assignment: **(See Enclosure 1)**

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
- E-folder - B. Personal Data Sheet with picture
- E-folder - C. Performance Rating – 3 consecutive years (if any)
- E-folder - D. Experience – Service Record or Certificate of Employment
- E-folder - E. Outstanding Accomplishments (if any)
  - 1. Awards      2. Innovations      3. Research      4. Publication
  - 5. Consultant/Resource Speakers in trainings/seminars
- E-folder - F. Education and Trainings
  - 1. Latest Transcript of Records
  - 2. Certificates of Trainings attended
- E-folder - G. Certificate of Eligibility



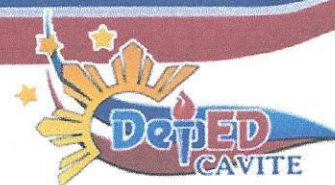
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Trece Martires City, Cavite



4. **CD cover should be labelled with applicant's name, position desired, contact number and desired place of assignment.** Likewise, all applicants should bring the hard copy documents during evaluation and interview for validation.
5. Submit on or before **May 3, 2018 (Thursday)** at the Records Unit, Division Office, Trece Martires City, Cavite
6. Posting and immediate dissemination of this Memorandum is desired.

  
**CHERRYLOU D. DE MESA, CESO VI**  
Schools Division Superintendent 





**Enclosure 1:**

**PLACE OF ASSIGNMENT**

**ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)**

<b>School</b>	<b>Municipality</b>
Amadeo Elementary School	Amadeo
Carmona Elementary School	Carmona
San Gabriel II Elementary School	General Mariano Alvarez
Bailen Elementary School	General Emilio Aguinaldo-Bailen
General Trias Memorial Elementary School	General Trias I
General Artemio Ricarte Memorial School	General Trias II
Indang Central Elementary School	Indang I
Naic Elementary School	Naic I
Lalaan Central School	Silang II
Tagaytay City Central School	Tagaytay City

**ADMINISTRATIVE ASSISTANT II (DISBURSING)**

<b>School</b>	<b>Municipality</b>
Carmona Elementary School	Carmona
Aguinaldo Elementary School	General Emilio Aguinaldo-Bailen
General Trias Memorial Elementary School	General Trias I
General Artemio Ricarte Memorial School	General Trias II
Aguinaldo Elementary School	Kawit
Noveleta Elementary School	Noveleta
Rosario Elementary School	Rosario