

December 19, 2018

DIVISION MEMORANDUM

NO. 373, s. 2018

**CALL FOR APPLICATION FOR THE POSITIONS OF
ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) &
ADMINISTRATIVE ASSISTANT II (DISBURSING)
BATCH 5**

TO: OIC-Assistant Schools Division Superintendent
OIC-Office of the Assistant Schools Division Superintendent
Chiefs, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
HRMPSB – 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-1st 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-1st 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 and Job Duties & Responsibilities: **(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

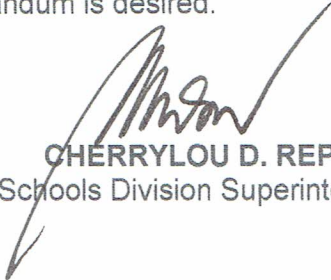



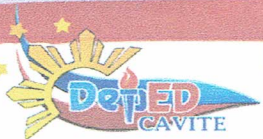
Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



Certificate Number: AJA17-0083

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 open ranking and interview for validation.
5. Submit on or before **January 11, 2019 (Friday)** at the Records Unit, Schools Division Office, Trece Martires City, Cavite
6. Posting and immediate dissemination of this Memorandum is desired.


CHERRYLOU D. REPIA
Schools Division Superintendent 



Enclosure 1:

PLACE OF ASSIGNMENT

ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)

School	Municipality
San Gabriel II Elementary School	General Mariano Alvarez
Bailen Elementary School	General Emilio Aguinaldo-Bailen
Indang Central Elementary School	Indang I
Lalaan Central School	Silang II
Ternate Central Elementary School	Ternate

ADMINISTRATIVE ASSISTANT II (DISBURSING)

School	Municipality
Magallanes Elementary School	Magallanes
Noveleta Elementary School	Noveleta

JOB DUTIES & RESPONSIBILITIES

ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)	ADMINISTRATIVE ASSISTANT II (DISBURSING)
<ul style="list-style-type: none"> • Ascertains that transaction have been properly recorded in books. • Verifies financial statements made by subordinate, verify the journal voucher. • Prepares trial balances, monthly statements of income and expenditure and other financial statements. • Prepares schedules to support statements for incorporation in the book of accounts or progress reports. • Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records. • Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuance of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools, and learning centers • Provides inputs for improvement of accounting section • Reviews, revises and gives feedback on the work of accounting and bookkeeping staff. • Provides administrative and clerical support. • Does related works. 	<ul style="list-style-type: none"> • Collects obligations and other receipts; • Makes deposits of collections; • Prepares reports of collections and deposits; • Prepares remittance advice; • Prepares statement of cash accountability; • Maintains a cashbook on collection; • Prepares reports of accountable forms; • Provides administrative and clerical support. • Does related works.