



Republic of the Philippines

Department of Education

Region IV-A (CALABARZON)

Division of Cavite

Trece Martires City, Cavite



Certificate Number: AJA17-0083



C-1031
1/30/19
3:51

January 30, 2019

DIVISION MEMORANDUM

NO. 043, s. 2019

**CALL FOR APPLICATION FOR THE POSITION OF
JUNIOR HIGH SCHOOL ADMINISTRATIVE ASSISTANT II**

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 position of Junior High School Administrative Assistant II, with the following Qualification Standards:

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

- **Education:** at least completion of 2 years studies in College
- **Training:** at least 4 hours of relevant training
- **Experience:** at least 1 year of relevant experience
- **Eligibility:** at least Career Service Sub-Professional (First Level Eligibility)

Additional Qualifications:

- Basic knowledge in Microsoft Office (Word and Excel)
- Basic knowledge in writing communications
- Proficient in use of internet

Number of vacant positions: 38 (see *Enclosure 1 for Place of Assignment*)

Job Summary:

- Assists the Senior Bookkeeper and School Head in undertaking the necessary bookkeeping, accounting, cash management, payroll related services and financial reporting system;
- Serves simultaneously with other finance tasks as Agency Approving Officer (AAO) for GSIS loan application and verifier for Private Lending Institution (PLI) loan application.

2. 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



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For Innovations Researches and Publications, scanned copy of front page of programs/projects, research papers, articles or books will be honored. However, approved hard copy of the whole study, memorandum, travel order, certificate and other pertinent documents should be presented during the open ranking.

E-folder - F. Education and Trainings

1. Latest Transcript of Records
2. Certificates of Trainings attended

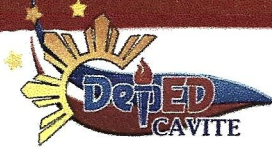
E-folder - G. Certificate of Eligibility

3. CD cover should be labelled with **applicant's name, position desired, desired place of assignment and contact number**. Likewise, all applicants should bring the hard copy documents during open ranking and interview for validation.

4. Submit on or before **February 13, 2019 (Wednesday)** at the Records Unit, Schools Division Office, Trece Martires City, Cavite

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


CHERRYLOU D. REPIA
Schools Division Superintendent



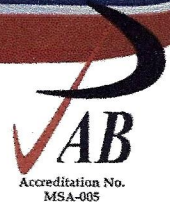
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Enclosure 1:

LIST OF PLACE OF ASSIGNMENT

1. Alfonso National High School
2. Amadeo National High School
3. Amaya School of Home Industries
4. Asis National High School
5. Rosario National High School
6. Bendita National High School
7. Binakayan National High School
8. Cavite National Science High School
9. Emiliano Tria Tirona MNHS
10. Francisco Tolentino Memorial National High School
11. Gen. Emilio Aguinaldo National High School - Bailen
12. General Mariano Alvarez Technical High School
13. General Vito Belarmino National High School
14. Kaong National High School
15. Lumil National High School
16. Malabag National High School
17. Munting Ilog National High School
18. Naic National High School
19. Naic Coastal National High School
20. Tagaytay City National High School
21. Tanza National Trade School
22. Ternate National High School
23. Trece Martires City National High School
24. Bucal National High School
25. Bulihan National High School
26. Carmona National High School
27. Bagbag National High School
28. Kaytitinga National High School
29. Lucsuhin National High School
30. Lumampong National High School
31. Maragondon National High School
32. Noveleta National High School
33. San Jose Community High School
34. Luis Aguado National High School
35. Tagaytay City Science National High School
36. Tanza National Comprehensive High School
37. Ternate West National High School
38. Francisco Osorio National High School