



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OFFICE OF SURIGAO CITY

JOB VACANCY

Welcome **PASSIONATE PUBLIC SERVANTS!**

Our formidable **TEAM** is inviting you get on board for **permanent employment**.

POSITION:

ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)

QUALIFICATION STANDARDS:

Education: Completion of two-year studies in college

Eligibility: Career Service (Sub-Professional) / First Level

Experience: 1 year (relevant)

Training: 4 hours (relevant)

Skill: Proficient in Microsoft Office Applications (i.e., Word, Excel, PowerPoint)

COMPENSATION:

Salary Grade 9, Step 1 (Php 17,975.00)

BENEFITS:

Holidays, Vacation, Healthcare, Leave, Disability / Life Insurance, Bonuses, Allowances, Service Credits / Compensatory Overtime Credits (COC), and Retirement

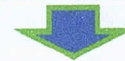
PLACE OF ASSIGNMENT:

Personnel Section

DOCUMENTARY REQUIREMENTS:

- * Letter of Intent to apply
- * Fully accomplished Personal Data Sheet (PDS) with recent passport-size picture (with corresponding attachments)
- * Performance Rating (3 consecutive years)
- * Photocopy of Certificate of Eligibility / Rating and License
- * Original copy of Certification, authentication, and Verification (CAV) from the Commission on Higher Education (CHED)

Application process:



Step 1: Submit your portfolio at the Personnel Section until January 23, 2020 only

Step 2: Wait for further updates

NOTATION: **INCOMPLETE** DOCUMENTARY REQUIREMENTS SHALL **NOT BE ACCOMMODATED**.

BECOME ONE OF US!



M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte Province
(086) 826-3075, 826-8931, and 826-1268
surigao.city@deped.gov.ph



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POSITION:

PROJECT DEVELOPMENT OFFICER I

QUALIFICATION STANDARDS:

Education: Bachelor's Degree relevant to the job

Eligibility: Career Service (Professional) / Second Level

Experience: 1 year (relevant to youth formation)

Training: 4 hours (relevant to youth formation)

Skill: Proficient in Microsoft Office Applications (i.e., Word, Excel, PowerPoint)

COMPENSATION:

Salary Grade 11, Step 1 (PhP 20,754.00)

BENEFITS:

Holidays, Vacation, Healthcare, Leave, Disability / Life Insurance, Bonuses, Allowances, Service Credits / Compensatory Overtime Credits (COC), and Retirement

PLACE OF ASSIGNMENT:

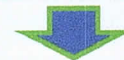
Schools Governance and Operations Division (SGOD)

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