



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

February 5, 2020

DIVISION MEMORANDUM
 No. AOV-03_____, s. 2020



ANNOUNCEMENT OF VACANCY

TO : All Interested Applicants

1. This is to formally announce the vacancy of the Department of Education (DepEd), Schools Division Office (SDO) of Surigao City, thus, the Office welcomes willing applicants to subject into the ranking and selection process. Upholding the **Equal Employment Opportunity Principle (EEOP)** principle, applicants, irrespective of sex, sexual orientation, gender re-assignment, age, ethnicity, race including color, culture, disability / impairment, marriage and civil partnership, religion or belief, pregnancy and maternity, and political affiliation among others are invited to apply.
2. Hereunder are the details and Qualification Standards (QS) of the said vacancy, to wit:

2.a ASSIGNMENT

Office	: Office of the Schools Division Superintendent (OSDS)
Section / Unit	: School

2.b POSITION PROFILE

Position Title	: Administrative Assistant III
Parentetical Title	: Senior Bookkeeper
Plantilla Item No.	: OSEC-DECSB-ADAS3-1020197-2017

2.c COMPENSATION

Salary Grade	: 9		Monthly Salary	: PhP 18,763.00
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2.d BENEFITS

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

2.e JOB DESCRIPTION

- Maintain school's subsidiary ledgers related to cash advances.
- Assist the school head in the preparation of liquidation of cash advances.
- Prepare and submit to the Schools Division Office (SDO) the Monthly Summary of Cash Advances Received, Liquidated and Balances.
- Perform other related bookkeeping and accounting tasks for the schools /SDO as may be assigned.
- In collaboration with the School Head (SH).

KLG/jcc

02/05/2020



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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2.f QUALIFICATIONS

Education	: At least completion of two (2) years studies in college
Training	: Four (4) hours (relevant)
Experience	: One (1) year (relevant)
Eligibility	: At least Career Servicer (Sub-Professional) First Level
Skills	: Proficient in Microsoft Office applications (i.e., Word, Excel, and PowerPoint)

2.g DOCUMENTARY REQUIREMENTS

- Letter of Intent (LoI) to apply (addressed to the Karen L. Galanida, PhD, CESO VI, Schools Division Superintendent thru Farrah C. Coniate, Administrative Officer IV (Human Resource II))
- Recent fully accomplished Personal Data Sheet (PDS) and Work Experience with recent passport-size picture and corresponding attachments (certificates)
- Performance Rating (3 consecutive years, if available)
- Original Certified Authenticated Copy of Certificate of Eligibility / Rating and License
- Original and photocopy of Certification, authentication, and Verification (CAV) from the Commission on Higher Education (CHED)

Note: **INCOMPLETE** documentary requirements shall **NOT BE ENTERTAINED**.

2.h APPLICATION PROCESS

- Submit your portfolio to the Personnel Unit at the Schools Division Office of Surigao City, M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte or at surigao.city.personnel@gmail.com.
- Deadline of submission is on or before ^{7th} February **20, 2020**.

3. Immediate dissemination of and strict compliance of this Memorandum is directed.


KAREN L. GALANIDA, PhD, CESO VI
Schools Division Superintendent

Enclosure/s: None

Reference/s: CS Form No. 9, Revised 2018 on February 5, 2020

To be indicated in the Perpetual Index
under the following subjects:




HUMAN RESOURCE MANAGEMENT
JOB VACANCY

HUMAN CAPITAL MANAGEMENT
EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE

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We serve with Goodness, Openness, and Dignity