



Republic of the Philippines  
Department of Education  
CARAGA REGION

SCHOOLS DIVISION OFFICE OF SURIGAO CITY

February 5, 2020

DIVISION MEMORANDUM  
No. AOV-05\_\_\_\_\_, 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 II
Parentetical Title	: Disbursing Officer II
Plantilla Item No.	: OSEC-DECSB-ADAS2-1020328-2016

*2.c COMPENSATION*

Salary Grade	: 8	Monthly Salary	: PhP 17,505.00
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*2.d BENEFITS*

Holidays, Vacation, Healthcare, Compensatory Overtime Credits (COCs), Leave, Disability / Life Insurance, Bonuses, Allowances, and Retirement
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*2.e JOB DESCRIPTION*

- Preparation/maintenance of registries of allotment and obligations.
- Preparation of financial and accountability reports and maintenance of subsidiary ledgers.
- Preparation of liquidation of cash advances.
- Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.)
- Analysis of COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school / Schools Division Office (SDO).
- Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances
- Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or SDO Accountant.

KLG/fcc

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](mailto:surigao.city@deped.gov.ph)



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**2.f QUALIFICATIONS**

Education	: At least completion of two (2) years studies in college or high school graduate with relevant vocation / trade course
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](mailto:surigao.city.personnel@gmail.com).
- Deadline of submission is on or before ~~February~~ <sup>19</sup> **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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