



Republic of the Philippines  
**Department of Education**  
 Caraga Region  
**SCHOOLS DIVISION OFFICE OF SURIGAO CITY**



May 12, 2020

DIVISION MEMORANDUM  
 No. AOV-09\_\_\_\_\_, 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 School Principal
Section / Unit	: Talisay ES and Talisay NHS

**2.b POSITION PROFILE**

Position Title	: Administrative Assistant II
Parentetical Title	: Bookkeeper
Plantilla Item No.	: OSEC-DECSB-ADAS2-1020330-2016

**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  
 05/12/2020



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 Service (Sub-Professional) First Level
Skills	: Proficient in Microsoft Office applications (i.e., Word, Excel, and PowerPoint)

**2.g DOCUMENTARY REQUIREMENTS**

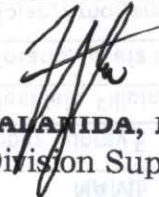
- Letter of Intent (LoI) to apply (addressed to the Karen L. Galanida, PhD, CESO VI, Schools Division Superintendent thru Farrah C. Coniate, Administrative Officer IV (Human Resource Management Officer II)
- Recent fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-size 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 Transcript of Records (ToR) preferably with 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 **May 27, 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 May 12, 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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