



Republic of the Philippines
 Department of Education
 Region V (Bicol)
DIVISION OF CATANDUANES



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February 6, 2018

MEMORANDUM TO:

- Chief Education Supervisors
- Public Schools District Supervisors
- Education Program Supervisors
- Elementary & Secondary School Heads
- Non-Teaching Personnel
- All Other Concerned

RELEASED

DepEd, Division Office of Catanduanes
 RECORDS SECTION
 Date FEB 07 2018
 Time: 4:00 PM
 Initial/Signature: [Signature]

This Office hereby announces the vacancies for the following positions. All interested qualified applicants are advised to submit their pertinent papers in accordance with the criteria as provided in DepEd Order No. 66, s. 2007:

1. Administrative Assistant II (Disbursing Officer)- Junior High School
2. Administrative Assistant II (Bookkeeper)- Schools Division Office

Criteria	Non-teaching Position (Level 1)
Performance Rating for the last 3 rating periods	35
Experience	5
Outstanding Accomplishments	5
Education	10
Training	10
Potential	20
Psychosocial Attributes & Personality Traits	15

The Qualification Standards are as follows: (Reference: CSC MC No. 10, s. 2005).

Position	Salary Grade	Level	Education	Experience	Training	Eligibility
Administrative Assistant II (Disbursing Officer)	8	1	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional/Second Level Eligibility)
Administrative Assistant II (Bookkeeper)	8	1	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional/Second Level Eligibility)

Applicants should have the following documents:

1. Letter of Intent
2. Omnibus Certification of Authenticity & Veracity of Documents
3. CSC Form 212 (Personal Data Sheet) revised 2017
4. Updated Service Records or Certificate of Employment
5. PRC License (for RA1080)
6. Board Rating or Certificate of Eligibility
7. Performance Rating for the last 3 rating periods
8. Copy of Last Approved Appointment
9. Transcript of Records/Special Order
10. Certificate of relevant trainings/seminars attended
11. Other documents relevant to the position applied for

Pertinent papers/documents **duly sealed in a long envelope** (with name, contact number and position applied for) must be stamped "Received" at the Records Section and be submitted at the Office of the Asst. Schools Division Superintendent not later than **February 15, 2018**.

Schedule of Evaluation will be on the following dates at the SDO-BAC Office. Applicants are advised to bring their original documents on the day of evaluation for verification purposes.

Position Title	Date
Administrative Assistant II (Disbursing Officer)	February 19, 2018, 8:00 A.M
Administrative Assistant II (Bookkeeper)	February 21, 2018, 8:00 A.M

For wide dissemination, guidance and compliance.


SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent