



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF TANGUB CITY
Ancesito Siete St., Mantic, Tangub City



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March 22, 2018

DIVISION MEMORANDUM
No. 81, s. 2018

**CONDUCT OF SELECTION FOR ADMINISTRATIVE ASSISTANT 111 POSITION
(Senior Bookkeeper)**

To: Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Elementary & Secondary School Heads
This Division

1. This office announces the Conduct of Selection of Qualified Applicants for Administrative Assistant 11 Position (Disbursing Officer 11) , this Division.

2. Per DepEd Order No.66 s. 2007, applicants to Administrative Assistant 111 (Senior Bookkeeper) must have the following basic requirements:

3. The following are the basic qualifications for the identified vacant positions:

Position	Education	Experience	Training	Eligibility
Administrative Assistant 111 (Senior Bookkeeper) SG 9	Completion of 2 years studies in college	1 yr relevant experience	4 hrs related training	Career Service Sub Prof. 1 st level elig.

4. The Selection process shall be in accordance with DepEd Order No.66 s.2007 entitled " Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions,"

5. Applicants shall submit documents to the receiving section of the Office addressed to the Schools Division Superintendent on or before April 18,2018, as follows:

- Letter of Intent;
- Accomplished Form 212 with ID picture (Revised 2017);
- Updated Service Record;
- Certified photocopy of Performance Rating for the last three years;
- Transcript of Records;
- Certified photocopy of Certificates of training activities attended;
- Certified photocopy of Certificate of registration/license;
- All available and eligible documents as stipulated in DepEd Order No.66 s.2007;

h. Omnibus certification of the completeness, authenticity and veracity of all documents submitted, signed by the applicant.

- i. Applicants must bring the original copies of the documents they have submitted for the interview / deliberation at the office of the Assistant Schools Division Superintendent on a schedule which will be announced later.
- j. Only the qualified applicants who can attend the interview/deliberation shall be included in the rank list.

6. In the preparation of the pertinent documents, applicants shall observe the following:

Proper arrangement, pagination, fastening and tabbing:

- The pertinent papers shall be arranged according to what are enumerated in paragraph 5 of this Memorandum. There must be a table of contents at the top of these documents and each sheet must bear a page number.
- The documents shall be fastened at the top right portion inside the folder while the tabbing, according to the table of contents (a-j) shall be at the bottom of the documents.

7. The Personnel Selection Board (PSB) is composed of the following:

- Chairperson: Rosemarie T. Macesar – Asst. Schools Division Superintendent
- Members: Margissa T.Amen – Administrative Officer V
 Loromer T. Carpio - Administrative Officer 1V
 LornaC.Penonal - Education Program Supervisor/TACIDETERA President
 Myrna T. Regidor - Chief School Governance and Operations Division (SGOD)
 Carmelita A. Jubay - Chief Curriculum Implementation Division (CID)
 Marites C. Suminguit – Budget Officer 111
 Anna M. Daphne - Accountant 111
- Secretariat:
 Delma R. Denapo, - Administrative Officer 11(AO11)
 Eleanor M. Arabejo, - Administrative Aide V1 (ADA V1)

8. Immediate dissemination of this Memorandum to all concerned is enjoined.

JEAN G. VELOSO
 Assistant Schools Division Superintendent
 OIC- Schools Division Superintendent

JGV/ ltc
 Incl: As stated
 Reference: As stated
 To be indicated in the Perpetual Index
 under the following subjects:

RECRUITMENT SELECTION APPLICANT POLICY