



ANNOUNCEMENT

Please be informed that DepEd-Division of Sagay City is now accepting applications for the following position.

Position Title	No. of Position/ Item Number	Salary Grade	Level	QUALIFICATION STANDARDS					
				EDUCATION	Relevant Experience	Relevant Training	Eligibility	Other Requirements	Area of Assignment
Administrative Assistant II (Disbursing Officer)	1 ADAS2-420377-2016	8	1	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service Sub- Professional Eligibility	Computer Literate	Vito NHS

The recruitment and selection is open to any interested applicants regardless of age, sex, civil status, ethnicity, disability, religion and political affiliation. The following are the Duties and Responsibilities of the position.

Administrative Assistant II

- Provides administrative and clerical support to his / her supervisor;
- May be designated to assist either the Principal / School Head,
- May also be designated as property custodian or to the canteen services of the school, as deemed necessary; and
- Reports to the School Head.

Evaluation of Applicants shall be based on the criteria of DO # 66, s. 2007 "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions" broken down as follows:

CRITERIA	POINTS
	Level I
Performance	35
Experience	5
Outstanding Accomplishment	5
Education	10
Training	10
Potential	15
Psycho-social attributes	20
TOTAL	100

Deadline for acceptance of applications will be on **November 6, 2018** c/o Mr. Noe B. Abdon, Administrative Officer IV-Personnel and must be accompanied by the required documents arranged in the following order and in two folders: (1) folder for original copies and (1) folder for photocopies:

- a. Application Letter
- b. Performance Rating for the last Three (3) rating periods duly approved by authorized personnel
- c. Service Record, Appointment or Certificate of Employment (experience must be relevant to the duties and functions of the position applied)
- d. Certificate of Recognition for Outstanding/Meritorious Accomplishments/Innovation/Research and Development/Authorship/Resource Speakership in Training/Seminar
- e. Transcript of Record
- f. Certificates of Trainings Attended
- g. Chairmanship/ Co-chairmanship in Technical/Planning Committees
- h. Certificate of Eligibility/ Certificate of Board rating

All applications shall be addressed to the undersigned.