



Republic of the Philippines
Negros Island Region
Department of Education
DIVISION OF SAGAY CITY



ANNOUNCEMENT

Please be informed that DepEd-Division of Sagay City is now accepting applications for the following positions in Junior High School and Sagay District I, II & III (Clustered Junior High Schools and Elementary Schools).

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 III (Senior Bookkeeper) for Clustered Junior High Schools, Elementary Schools in Sagay Dist. 1, 2, 3 & Bulanon NHS	7 ADAS3-420316-2017 ADAS3-420317-2017 ADAS3-420318-2017 ADAS3-420319-2017 ADAS3-420320-2017 ADAS3-420321-2017 ADAS3-420322-2017	9	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, preferably Accounting major	Clustered Junior High Schools, Bulanon NHS and clustered Elementary Schools.
Administrative Assistant II (Disbursing Officer) For Clustered Junior High School, Elementary Schools in Sagay 1, 2 & 3 & Bulanon NHS	7 ADAS2-420296-2017 ADAS2-420297-2017 ADAS2-420298-2017 ADAS2-420299-2017 ADAS2-420300-2017 ADAS2-420301-2017 ADAS2-420302-2017	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	Clustered Junior High Schools, Bulanon NHS and clustered Elementary Schools.

The following are the Duties and Responsibilities of each position.

Administrative Assistant III

- Supervises the bookkeeping work of the accounting division.
- Posts and balances the general ledger.
- Prepares trial balances, monthly statements of income and expenditures and other required reports.
- Reconciles treasury checking account current.
- Keeps the books of original entry.
- Prepares correspondence pertaining to financial and bookkeeping entry.

Administrative Assistant II

- Provides administrative and clerical support to his / her supervisor;
- May be designated to assist either the Principal / School Head or any of the Assistant principals;
- May also be designated as property custodian or to the canteen services of the school, as deemed necessary; and
- Reports to the Assistant Principal for Operations and Learner Support and / or Principal / 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 **August 31, 2017** 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.


MARSETTE D. SABBALUCA, CESO VI
 Assistant Schools Divisions Superintendent
 Officer In-Charge
 Office of the Schools Division Superintendent