

Republic of the Philippines
Department of Education
Region VII, Central Visayas
Tagbilaran City Schools Division
City of Tagbilaran

March 5, 2014

DIVISION MEMORANDUM

No. 046 S. 2013

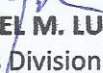
RANKING FOR ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER II) FOR THE SCHOOL YEAR
2014-2015

TO : Education Program Supervisors
School District Supervisor
School Heads

1. This office announces the conduct of the SY 2014-2015 ranking for the position of an Administrative Assistant III (Senior Bookkeeper II) position.
2. Qualified applicants are encouraged to send application letters on or before March 14, 2014. The applicants must have the qualifications stated below:

1. **Education:** Completion of 2 years studies in college
2. **Experience:** 1 year relevant experience
3. **Training:** 4 hours of relevant training
4. **Eligibility:** Career Service (Sub-professional) First Level Eligibility

3. Pertinent papers include the following:
 - a. Service record
 - b. Performance Rating (in 3 consecutive rating periods)
 - c. Outstanding Accomplishments/ awards
 - d. Transcript of Records
 - e. Certificate of Trainings attended
 - f. Potential assessment
 - g. Psychosocial attributes
4. Application letters must be addressed to the office of the Schools Division Superintendent.
5. Interview will be on **March 10, 2014 at 4:00 pm** at the Division Office Conference Room.
6. Wide and immediate dissemination is enjoined.


EVANGEL M. LUMINARIAS, Ph.D.
Schools Division Superintendent