



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM

No. **231**, s. 2022

June 28, 2022

**RANKING FOR THE POSITION OF
ADMINISTRATIVE ASSISTANT III**

To: Human Resource Merit Promotion and Selection Board
Applicants
Others Concerned

1. This Office hereby announces the ranking for positions, to wit:

| POSITION TITLE & SALARY GRADE | EDUCATION REQUIREMENTS | MINIMUM EXPERIENCE REQUIREMENTS | MINIMUM TRAINING REQUIREMENTS | ELIGIBILITY REQUIREMENTS | NO. OF VACANCY |
|---|-------------------------------|---------------------------------|-------------------------------|---|----------------|
| Administrative Assistant III (Senior Bookkeeper) [SG 9] | Bachelor's degree in Commerce | 1 year relevant experience | 4 hours relevant training | Career Service (Sub-Professional) First Level Eligibility | 2 |

2. Interested and qualified applicants should signify their interest in writing specifying the position applied for. Attach the following documents to the **application letter**:

- a) Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded from *www.csc.gov.ph*;
- b) Performance rating for the last 3 periods (if applicable);
- c) Photocopy of Certificate of Eligibility/ Rating/ License/ ID;
- d) Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and Diploma;
- e) Photocopy of Service Record or Certificate of Employment, if applicable;
- f) Photocopy of Certificates of relevant Trainings, if applicable; and
- g) Photocopy of certificates and/or proofs of outstanding accomplishments, if applicable

3. Kindly submit your pertinent documents inside a folder not later than **July 8, 2022** to the **Office of the Schools Division Superintendent**. For additional information, kindly refer to DepEd Order No. 66, s. 2007.
4. Schedule of interview will be announced later.
5. This ranking welcomes and gives equal employment opportunity to all. No applicant shall be discriminated and/or denied access to opportunities for suitable employment. Interested and qualified applicants, regardless of gender, civil status, age, disability, ethnicity, and members of the Indigenous Communities, and those from any Sexual Orientation and Gender Identities and Expression (SOGIE) may apply.
6. For information and guidance.



JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent 

