



# Department of Education

Region V

## DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



September 25, 2017

**Memorandum : Interested Applicants**

- 1. Senior Bookkeeper**
- 2. Disbursing Officer**
- 3. Administrative Officer I (Supply Officer I)**

1. In view of the urgent need to fill up the above positions in the Division of Camarines Sur, all interested applicants may please submit their documents for ranking and evaluation **on or before October 6, 2017** during office hours, as follows:

- a. *Omnibus Certification*
- b. Application Letter
- c. Comprehensive Resumé
- d. Certificate of Eligibility
- e. Performance Ratings for the last three (3) rating periods (with numerical rating);
- f. Certification of Designations / Service Records as experience relevant to the position;
- g. Outstanding Accomplishments, such as:
  - i. Outstanding Employee Award
  - ii. Innovations
  - iii. Research and Development Project/s
  - iv. Publication / Authorship
  - v. Consultancy / Resource Speakership in Trainings/Seminars/Workshop/Symposia
- h. Education – Transcript of Records
- i. Training/s:
  - i. Participant in a specialized training e.g. Scholarship Programs, Study Grants for more than one (1) month;
  - ii. Attendance to three (3) or more training activities conducted for at least three (3) days not given credits in the past promotions;
  - iii. As participant in one (1) trainings conducted for at least three (3) days in the National and International level;
  - iv. Chair / Co-Chair in a Technical / Planning Committee
- j. CS Form 212 (PDS)

The Qualification Standards for the Administrative Officer I (Cashier I) position are as follows:

POSITION TITLE AND SALARY GRADE	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Senior Bookkeeper (SG – 9)	Completion of 2 years in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
Disbursing Officer II (SG – 8)	Completion of 2 years in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
Administrative Officer I (Supply Officer I) (SG – 10)	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility

2. The Personnel Selection Board (PSB) **deliberation and evaluation** of applicants for Senior Bookkeeper, Disbursing Officer and Administrative Officer I (Supply Officer I) will be announced later.
3. Submission of documents shall be in a folder color-coded as follows:
  - Senior Bookkeeper - RED
  - Disbursing Officer II - PINK
  - Administrative Officer I (Supply Officer I) - YELLOW
4. For widest dissemination, information and guidance of all concerned.

**ARNULFO M. BALANE, CESO V**  
*Schools Division Superintendent*

Reference: DepEd Order No. 66, s. 2007  
 DepEd Order No. 19, s. 2016