



*Department of Education*

Region V

**DIVISION OF CAMARINES SUR**

Freedom Sports Complex, San Jose, Pili, Camarines Sur



**October 31, 2018**

**Memorandum : Interested Applicants to the following positions:**

- 1. Senior Bookkeeper**
- 2. Disbursing Officer II**
- 3. Administrative Aide VI**

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 November 26, 2018** 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 said positions 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 Aide VI (SG-6)	Completion of 2 years in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility

2. The Personnel Selection Board (PSB) evaluation and deliberation of applicants shall be on **November 28, 2018.**
3. Submission of documents shall be in a folder color-coded as follows:
  - Administrative Assistant III and Senior Bookkeeper ----- Red
  - Disbursing Officer II ----- Pink
  - Administrative Aide VI ----- Brown
4. For widest dissemination, information and guidance of all concerned.



**SUSAN S. COLLANO**  
 Assistant Schools Division Superintendent  
 Officer-In-Charge

Reference: DepEd Order No. 66, s. 2007