



Department of Education

Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



July 20, 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 July 27, 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 (POSB) **evaluation and deliberation** of applicants shall be on **July 31, 2018**.
3. Submission of documents shall be in a folder color-coded as follows:

Senior Bookkeeper	----- Red
Disbursing Officer II	----- Pink
Administrative Aide VI	----- Brown
4. For widest dissemination, information and guidance of all concerned.

CECILLE BERNADETTE P. RIVERA, CESO V
Schools Division Superintendent

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