

DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Corner Don Carlos and Guingona Sts., City of Malaybalay
Telefax # 088-813-2894 or 221-4597, E-mail add: dpdmlyblycity@yahoo.com



May 12, 2014

MEMORANDUM TO: Promotional Staff
Schools District Supervisor
Elementary and Secondary School Heads

093
DepEd MALAYBALAY CITY DIVISION
RELEASED

DATE: 5/13/14 Time: 8:30AM
By: Jane Tranzelle


FROM : 
EDILBERTO L. OPLENARIA
OIC- Schools Division Superintendent

SUBJECT : Perpetual ranking for Administrative Assistant III (Sr. Bookkeeper)

You are hereby informed for the perpetual ranking of Administrative Assistant III (Sr. Bookkeeper) with minimum qualification requirements as stated below:

Education	:	Completion of 2 years studies in colleges <i>(Preferable B.S. Accountancy Graduate)</i>
Eligibility	:	Career Service Sub-professional
Experience	:	1 year relevant experience
Training	:	4 hours relevant training

Qualified applicants shall submit the pertinent documents enumerated below:

1. Application letter 
2. CSC form 212 with picture (3 copies in black in hand written)
3. Transcript of records
4. Eligibility – CSC rating
5. Performance rating of at least *Very Satisfactory* for the last three (3) rating period
(2nd sem. CY 2012, 1st & 2nd sem. CY 2013)
6. Service Records
7. Certificate of outstanding/meritorious accomplishment
8. Chairmanship of technical/planning committees
9. Authorship/publication
10. Certification of training attended for at least 3 days.

All documents submitted shall be duly authenticated by the Administrative Officer, Jutchel L. Nayra DPA. Deadline for submission of application is on or before May 19, 2014 and the schedule for interview will be on May 26, 2014.

Immediate and wide dissemination of this memorandum is desired.

Reference:
Deped Order no.66,s.2007
CSC qualification standards
Unnumbered Memorandum signed by Undersecretary Francisco M. Varela dated March 31, 2014