



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

March 10, 2021

**DIVISION MEMORANDUM**  
DM No. 133, s. 2021

**CALL FOR APPLICATION FOR ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) POSITIONS IN SDO QUEZON**

**To: OICs, Office of the Assistant Schools Division Superintendent**  
**Chief, Curriculum Implementation Division**  
**Chief, Schools Governance Operation Division**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**HRMPSB-Chairman, Members and Secretariat**  
**Elementary, Junior and Senior High School Heads**  
**All Others Concerned**


1. This office announces the opening of application for the position of Eight (8) Administrative Assistant III (Senior Bookkeeper) to be assigned to the following Sub-Offices: **Catanauan (2), Gumaca (3) and Real (3)**. All qualified applicants regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity, class and political affiliation are hereby advised to submit hard copy of documents with proper tabbing or scanned copy of documents using one PDF file only on or before **March 19, 2021 (Friday)** for open ranking at the Records Section, Schools Division Office, Talipan, Pagbilao, Quezon.
2. Qualified applicants are advised to submit the following pertinent documents:
  - a. Letter of intent addressed to the Schools Division Superintendent (Kindly indicate the position you are applying for)
  - b. Personal Data Sheet (PDS) with Work Experience Sheet
  - c. Transcript of Records (Authenticated)
  - d. Certificate of Trainings and Seminars Attended
  - e. Authenticated Eligibility
  - f. Latest Service Record or Certificate of Employment
  - g. Performance Rating for the last 2 years (in current position if applicable)
  - h. Other accomplishments relevant to the position

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
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Email Address: quezon@deped.gov.ph  
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DEPED QUEZON
REGISTERED
Registration Number: QACR630216
Date/Time: <u>3/11/2021</u>
By: <u>Rommel</u>
Ref. no. <u>DM 133, s. 2021</u>



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- i. Activities and accomplishments shall be properly documented approved by the immediate chief and attested by the authorized regional/division official.
3. The Personnel Selection Board (PSB) and Sub-Committee Members shall facilitate the open ranking procedure, validation of documents, and written skills/test.
4. Applicants who will pass the initial evaluation and those remaining applicants who already submitted their applications may submit letter of intents in specific sub-offices. Another division memorandum will be released for the schedule online interview and written/skills test. Those who will meet the cut-off score of 45 points and above will be included in the rank list.
5. Listed below are the Qualification Standards for the positions.

**POSITION/SALARY GRADE:**

**ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)/SG-9**

**QUALIFICATIONS:**

EDUCATION: Completion of 2 years studies in college

EXPERIENCE: At least 1-year relevant experience

TRAINING: Four hours relevant training

ELIGIBILITY: Career Service(Sub-Professional)/ First Level Eligibility

- **Preferred Additional Requirements for Administrative Assistant III**

Applicants must possess a Bachelor's Degree in Business Administration preferably in accounting.

With experience in financial records and reports, account track and financial transactions recording and procedures, liquidation and pre-audit.

5. Immediate and widest dissemination of this memorandum is desired.

**ELIAS A. ALICAYA, JR.**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

asdsajmo03/10/2021

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