



Region X
DIVISION OF EL SALVADOR CITY

Zone 3, Poblacion, El Salvador City

Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

DIVISION MEMORANDUM

No. 034, s. 2019

To: **PUBLIC ELEMENTARY SCHOOL HEADS
PUBLIC SECONDARY SCHOOL HEADS
DIVISION OFFICE PERSONNEL**

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
OIC-Schools Division Superintendent ✓ 

Subject: Ranking for Senior Bookkeeper

Date: February 07, 2019

1. This Office announces the ranking of qualified applicants for Senior Bookkeeper, this Division.
2. The ranking shall abide with the guidelines stipulated in DepED Order No. 66, s. 2007, otherwise known as "Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions."
3. The following qualification standards shall be considered:

CSC Prescribed Qualifications

Education: Completion of 2 years College Studies

Training: 4 hours of relevant training

Experience: 1-year relevant experience

Eligibility: CS Sub-Prof; 1st Level Eligibility

Required Competencies

Core Behavioral Competencies: Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;

Core Skills: Oral Communication, Written Communication and Computer/ICT Skills

4. All interested applicants are advised to send scanned copy of the following documents to depedelsalvador.hrmo18@gmail.com on or before **February 15, 2019**. All scanned documents shall be saved in one (1) PDF file (following the same order as enumerated below). Filename of which shall be Senior Bookkeeper_NAME (e.g. Senior Bookkeeper_Juana D. Cruz).

Copies Furnished:
Person Concerned
Records Section- Memo

OSDS/ADMIN/ama



Republic of the Philippines
Department of Education
Region X
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- a. Application Letter;
 - b. Accomplished CS Form 212 (Personal Data Sheet, Revised 2017) with picture;
 - c. Certificate of Registration/ License or any proof of eligibility;
 - d. Performance Rating for the last three (3) rating periods;
 - e. Updated copy of Service Record;
 - f. Transcript of Records;
 - g. All available and eligible pertinent documents as stipulated in DepED Order No. 66, s. 2007; and
 - h. Omnibus certification of authenticity and veracity of all documents submitted.
5. Applicants who are included in the Selection Line-Up, as reflected in the Division Website: www.depedelsalvadorcity.net (Just click: Career Opportunities → Selection Line-Up), shall bring the original copies of the documents they have submitted for the deliberation and interview at the Office of the Assistant Schools Division Superintendent on **March 08, 2019**.
6. The Personnel Selection Board (PSB) is composed of the following:
- Chairman: **Aliena S. Dajay, Ph.D., CESE**
OIC-Assistant Schools Division Superintendent
- Members: **Rolly B. Labis, Ph.D.**
SGOD, Chief Education Program Supervisor
- Maricel B. Jangao, CPA** and/or **Stephanie P. Saligumba**
Accountant III Budget Officer III
- Jeffrey M. Martinez**
Administrative Officer V
- Helen E. Maasin, Ph.D.**
DepED NEU-President
- Maricris P. Quismundo**
Senior Education Program Specialist for HRD
- Secretariat: **Anna Mae M. Atillo**
Administrative Officer IV
7. Immediate dissemination of the Memorandum to all concerned is enjoined.

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