



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

28 Oct 2020

DIVISION MEMORANDUM  
No. 272, s. 2020

**NOTICE ON POSTED SELECTION LINE-UP:  
ADMINISTRATIVE ASSISTANT III (ACCOUNTING UNIT)**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**PSDS, Education Program Supervisors**  
**Section Heads**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
This Division

1. This is to inform the field that the Selection Line-up for the following position is already available and viewable at our Division Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) → Career Opportunities → Selection Line-Up.
  - Administrative Assistant III (Accounting Unit)
2. For inquiries/clarification on the results, feel free to contact our Personnel Unit via email: [recruitment.elsalvadorcity@deped.gov.ph](mailto:recruitment.elsalvadorcity@deped.gov.ph).
3. For information, guidance and compliance.

  
**OLGA C. ALONSABE**

Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:

HIRING      RECRUITMENT

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)



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**SELECTION LINE-UP**

October 28, 2020  
(Date)

**DEPARTMENT OF EDUCATION- EL SALVADOR CITY DIVISION**

Name of Agency/Office

Vacant Position: **Administrative Assistant III (Accounting Unit)**

Item Number: **OSEC-DECSB-ADAS3-660058-2017**

<b>NAME</b>	<b>EDUCATION</b>	<b>EXPERIENCE</b>	<b>TRAINING</b>	<b>ELIGIBILITY</b>
<b>PRESCRIBED QUALIFICATION</b>	<b>Completion of 2 years college studies</b>	<b>1-year relevant experience</b>	<b>4 hours of relevant training</b>	<b>CS Sub-Prof; 1st Level Eligibility</b>
ANA LIZA LANGAN MULIT	Bachelor of Science in Accountancy-2002	at least 1 year of relevant experience	at least 4 hours of relevant training	CS Professional
CHERRY MAE CAPUNO TACASAN	BS Business Administration major in Human Resource Development Management-06/2015	at least 1 year of relevant experience	at least 4 hours of relevant training	Honor Graduate Eligibility (PD 907)
DIANNE LUMAJANG SUGUILON	BS Business Administration major in Banking and Finance- 2009; ProfEd- 2015; 9 units of Masters in Public Administration	at least 1 year of relevant experience	at least 4 hours of relevant training	Honor Graduate Eligibility (PD 907)
EVERLYN MUÑOZ CAÑETE	BS Biology major in General Biology- 2011; 30 units in Masters in Educational Management-2016	at least 1 year of relevant experience	at least 4 hours of relevant training	RA 1080 (Teacher)

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KIMBERLY DOMINGUEZ OCO	BS Business Administration major in Financial Management-2014	at least 1 year of relevant experience	at least 4 hours of relevant training	Honor Graduate Eligibility (PD 907)
LOVELY MAE CAINOY PASAJE	Bachelor of Science in Accounting Technology-2017; Bachelor of Science in Accountancy-2018	at least 1 year of relevant experience	at least 4 hours of relevant training	CS Professional
MARY JEAN CATALOGO ALERTA	BS Business Management-2009; Masters in Business Management-2017; ProfEd-2018	at least 1 year of relevant experience	at least 4 hours of relevant training	RA 1080 (Teacher)
RICCA STEPHANIE EDRALIN OCO	Bachelor in Elementary Education-2015	at least 1 year of relevant experience	at least 4 hours of relevant training	Honor Graduate Eligibility (PD 907)
ROTHELLEE LAURIO SABURNIDO	137 units in BS Psychology	at least 1 year of relevant experience	at least 4 hours of relevant training	CS Sub-Professional
RUBEN PRIETO DOMO	Bachelor of Science in Accountancy-2004	at least 1 year of relevant experience	at least 4 hours of relevant training	CS Professional
SHENA MARIE MATANOD BACULIO	Bachelor of Elementary Education-2018; 18 units in MA Elementary Education-2020	at least 1 year of relevant experience	at least 4 hours of relevant training	CS Professional

**\*NOTE:** Applicants enlisted above are invited for Interview scheduled on **November 13, 2020, 9:00 AM** via Google Meet.

Prepared by:

  
**ANNA MAE M. ATILLO**  
Human Resource Management Officer II

Certified correct by:

  
**OLGA C. ALONSABE**  
OIC-Schools Division Superintendent

OSDS/AMA



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