



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

18 Oct 2022

DIVISION MEMORANDUM
No. 471, s. 2022

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

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
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/s is already available and viewable at our Division Website: www.depedelsalvadorcity.net → Career Opportunities → Selection Line-Up.

Position	Item Number
Administrative Assistant III	OSEC-DECSB-ADAS3-660069-2014

2. Applicants enlisted are invited for further evaluation. For inquiries/clarification on the results, feel free to contact our Personnel Unit via email: recruitment.elsalvadorcity@deped.gov.ph.
3. HRMPSB shall conduct the necessary evaluation/screening of applicants and deliberation then submit results to the Office of the Schools Division Superintendent **on or before November 15, 2022**.
4. All are reminded that this Office adheres to the Equal Employment Opportunity Principle (EEOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

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

HIRING RECRUITMENT SELECTION



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 855-0113
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph

SELECTION LINE-UP

October 18, 2022

(Date)

DEPARTMENT OF EDUCATION- EL SALVADOR CITY DIVISION

Name of Agency/Office

Vacant Position: **ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)**

Item Number: OSEC-DECSB-ADAS3-660069-2014

NAME	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
PRESCRIBED QUALIFICATION	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional); First Level Eligibility
ARIEL S. PADIGOS	Bachelor's degree relevant to the job	at least 4 hours of relevant training	at least 1 year of relevant experience	CS Professional
CARLOS JR. D. ACERO	Bachelor's degree relevant to the job	at least 4 hours of relevant training	at least 1 year of relevant experience	RA 7160 (Barangay Official Eligibility)
EDJIE P. DAGOPIOSO	Bachelor's degree	at least 4 hours of relevant training	at least 1 year of relevant experience	RA 1080 (Teacher)
QUENNIE L. ARRIESGADO	Bachelor's degree relevant to the job	at least 4 hours of relevant training	at least 1 year of relevant experience	CS Professional

nothing follows

Prepared by:

ANNA MAE M. ATILLO

Human Resource Management Officer

Noted by:

DIONESIO L. LIWAGON, JR., CESE

OIC-Assistant Schools Division Superintendent