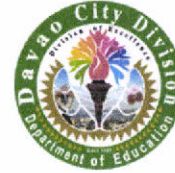




Republika Ng Pilipinas
KAGAWARAN NG EDUKASYON
 Rehiyon XI
SANGAY NG LUNGSOD NG DABAW
 Lungsod ng Dabaw
 TIN: 000-863-958
 TEL. NOS. 224-3274/224-0100/227-4726
 www.deped-davaocity.ph



ANNOUNCEMENT

The Division of Davao City Office is calling for applications of qualified applicants to be assigned to School District Offices and selected Secondary Schools:

Position Title	: Administrative Assistant III (Senior Bookkeeper)
Salary Grade	: SG - 9
Annual Salary	: P 209,676.00
Education	: Graduate of Accounting or Business-related courses
Experience	: 1 year of relevant experience
Training	: 4 hours of relevant training, must be proficient in MS Office (Word, Excel, Power Point)
Eligibility	: Career Service Eligible (Sub-Professional)
Required Competencies	: Self-Management , Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Core Skills, Written Communication, Computer/ICT Skills
Place of Assignment	: Division Office, Don Enrique Bustamante NHS

Position Title	: Administrative Assistant II (Disbursing Officer)
Salary Grade	: SG - 8
Annual Salary	: P 195,384.00
Education	: Graduate of Accounting or Business-related courses
Experience	: 1 year of relevant experience
Training	: 4 hours of relevant training, must be proficient in MS Office (Word, Excel, Power Point)
Eligibility	: Career Service Eligible (Sub-Professional)
Required Competencies	: Self-Management , Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, Innovation, Core Skills, Written Communication, Computer/ICT Skills
Place of Assignment	: Don Enrique Bustamante NHS, Implementing Units

The Department of Education – Division of Davao City encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply. Please signify your interest in writing not later than the prescribed date. Applicants may submit through the Records Section of the Division office the following required documents:

Internal applicants (DepEd Personnel)	
1. Cover / Application Letter	6. Certificate of Civil Service Eligibility
2. Transcript of Records duly certified by the school graduated with CAV	7. Certificate of Trainings relevant to the position applying for
3. Updated Service Record	8. Latest appointment
4. Performance Rating (2018)	9. Accomplishments
5. CSC Form 212 (2017 Revised) with Work Experience Sheet	10. Notarized Certification of Authenticity and veracity of all documents submitted

External applicants

- | | |
|---|---|
| 1. Cover / Application Letter | 6. Certificate of Trainings relevant to the position applying for |
| 2. Transcript of Records (photocopy only but certified by the school graduated) | 7. Certificate of Employment |
| 3. Certification, Authentication and Verification (CAV) | 8. Performance Ratings |
| 4. CSC Form 212 (2017 Revised) with Work Experience Sheet | 9. Accomplishments |
| 5. Certificate of Civil Service Eligibility | 10. Notarized Certification of Authenticity and veracity of all documents submitted |

Note: The Cover Letter shall be addressed to:



MARIA INES C. ASUNCION, CESO V
Schools Division Superintendent
Division of Davao City
Quirino Ave., Davao City

The aforementioned documents must be submitted in a **GREEN FOLDER** labeled with the following information:

1. Name of applicant
2. Current position (for DepEd personnel)
3. Position applying for

Those who are not qualified and who have submitted folders not according to the prescribed format/procedure shall be excluded from the screening. Please take note of the following schedules:

Deadline for the submission of application : **JANUARY 21, 2019**
Interview and Skills Test : **JANUARY 23-25, 2019 (Division Office)**


MARIA INES C. ASUNCION, CESO V
Schools Division Superintendent 

DepEd - Davao City
Records Section
RELEASED
By Joy R.
Date 09 JAN 2019 1:45 PM