



**RELEASED**  
DEPED  
DATE: 7/18/17  
BY: [Signature]

**MEMORANDUM**

TO: Chief Education Supervisors  
Education Program Supervisors  
District Supervisors  
Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
Others concerned

DATE: July 17, 2017

SUBJECT: **Vacancies for Finance Positions in the Elementary and Secondary Schools**

This Division hereby announces the vacancies for finance positions with corresponding Qualification Standards:

**Administrative Assistant III (Senior Bookkeeper) – 6 items**

Education: Completion of 2 years studies in college

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: Career Service (Subprofessional); First Level Eligibility

**Administrative Assistant II (Disbursing Officer II) – 5 items**

Education: Completion of 2 years studies in college

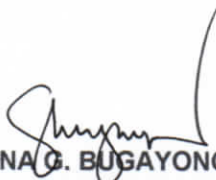
Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: Career Service (Subprofessional); First Level Eligibility

In this connection, applicants are advised to submit the documentary requirements based on DepEd Order No. 66, s. 2007 on or before August 7, 2017 to the Division Personnel Unit.

immediate dissemination is hereby advised to all concerned.

  
**DR. LORNA G. BUGAYONG, CESO VI**  
Officer-In-Charge  
Office of the Schools Division Superintendent  
[Signature]