

Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region I
SCHOOLS DIVISION OFFICE
 DAGUPAN CITY



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

RELEASED
 DEFED
 DATE: 4-22-19
 BY: [Signature]
 JR 3451

DATE: April 17, 2019

SUBJECT: **Vacancies for Non-Teaching Positions**

This Division hereby announces the vacancies for the following positions:

Position: **Administrative Assistant II (Accounting Clerk)**
 Item No.: ADAS2-60023-2015, ADAS2-60024-2015
 Salary Grade: 8
 Annual Salary: P 16,758.00

Qualification Standards:

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

Preferred Qualifications:

Education: Bachelor's Degree in Business Administration Major in Accounting; or Completion of at least 2 years studies in Bachelor's Degree in Accountancy or Commerce; or Completion of 2 years studies in college with at least nine (9) units in accounting subjects
 Experience: 1 year of relevant experience in accounting activities/tasks
 Training: 4 hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)

Position: **Administrative Assistant II (Disbursing Officer II)**
 Item No.: ADAS2-60175-2017, ADAS2-60176-2017, ADAS2, 60177-2017, ADAS2-60178-2017

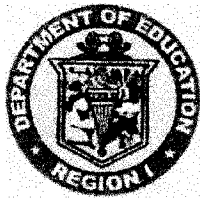
Salary Grade: 8
 Annual Salary: P 16,758.00

Qualification Standards:

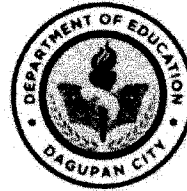
Education: Completion of 2 years studies in college
 Experience: 1 year of relevant experience
 Training: 4 hours of relevant training
 Eligibility: Career Service (Subprofessional); First Level Eligibility

Preferred Qualifications:

Education: Bachelor's Degree in Business Administration Major in Accounting; or Completion of at least 2 years studies in Bachelor's Degree in Accountancy or Commerce; or Completion of 2 years studies in college with at least nine (9) units in accounting subjects
 Experience: 1 year of relevant experience in accounting activities/tasks
 Training: 4 hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)



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Position: **Administrative Assistant II (SHS)**
Item No.: ADAS2-60112-2016; ADAS2-60113-2016
Salary Grade: 8
Annual Salary: P 16,758.00

Qualification Standards:

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

Position: **Administrative Aide VI (Data Entry Machine Operator I and Cashiering Services)**
Item No.: ADA6-60041-2015, ADAS2-60046-2004
Salary Grade: 6
Annual Salary: P 14,847.00

Qualification Standards:

Education: Completion of 2 years studies in college or high school graduate with relevant vocational/trade course
Experience: None required
Training: None required
Eligibility: Career Service (Subprofessional); First Level Eligibility

In this connection, applicants shall submit the documentary requirements stated in DepEd Order No. 66, s. 2007 in one (1) folder (photocopy only) on or before **May 15, 2019** to the Division Personnel Unit.

It is advised that applicants shall bring their original documents on interview.

Immediate dissemination is hereby advised to all concerned.

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ID 9108650037


DR. LORNA G. BUGAYONG, CESO VI
Schools Division Superintendent