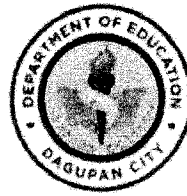


Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region I
SCHOOLS DIVISION OFFICE
 DAGUPAN CITY



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

RELEASED
 DEPED
 DATE: 8-11-19
 BY: [Signature]
 TA 4156

DATE: July 27, 2019

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

This Division hereby announces the vacancies for the following non-teaching positions:

Position: **Administrative Assistant II (Disbursing Officer II)**
 Item No.: ADAS2-60022-2014, ADAS2-60053-2018, ADAS2-60180-2017
 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)

Position: **Administrative Assistant II (SHS)**
 Item No.: ADAS2-60118-2016
 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

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 **July 19, 2019** to the Division HR Office.

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

Immediate dissemination is hereby advised to all concerned.

DR. LORNAG. EDGAYONG, CESO VI
 Schools Division Superintendent