



**JUL 24 2014**

**DIVISION MEMORANDUM**

No. 345, s. 2014

**SCREENING OF APPLICANTS FOR ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) AND ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)**

To: Assistant Superintendents  
Education Supervisors/Coordinators  
District Supervisors/OICs/Caretakers  
Elementary and Secondary School Heads

1. With the approval of the S.Y. 2014 - 2015 Notice of Staffing and Compensation Allocation (NOSCA) of Administrative Assistant III and Administrative Assistant II positions of this Division, the field is hereby informed that this Office is now accepting qualified applicants for the positions of Administrative Assistant III (Senior Bookkeeper) and Administrative Assistant II (Disbursing Officer) to be assigned in various secondary schools and District Offices of this Division.
2. Qualified applicants are directed to submit their application letters together with the following documents, to the Office of ASDS Roseller Gelig on or before August 12, 2014:
  - CSC Form 212
  - Certified photo copy of Certificate of Eligibility (at least sub-professional)
  - Certified photo copy of Transcript of Records of baccalaureate course
  - Certified photo copies of Service Records, Performance Rating and Clearance, if available, issued by authorized personnel for applicants with related job experience (bookkeeping/dispersing/accounting/auditing)
  - Certified photo copies of certificate of trainings/seminars/workshops attended related to the job (bookkeeping/dispersing/accounting/auditing)
3. Interview of applicants will be on August 19, 2014 (8:00 A.M. to 5:00 P.M.) at Division BAC Office, IPHO Building, Sudlon, Lahug, Cebu City.
4. Previous applicants are advised to re-submit their pertinent documents.

5. This Office will not entertain application letters submitted beyond the cut-off date, likewise, request for special interview is also discouraged.

6. Immediate and wide dissemination of this Memorandum is desired.

  
**ARDEN D. MONISIT, Ed.D.**  
Schools Division Superintendent

ADM/rng14

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Telephone Numbers:

Schools Division Superintendent:	(032) 255-6405	Website: <a href="http://www.depedcebuprovince.com">www.depedcebuprovince.com</a>
Asst. Schools Division Superintendent:	(032) 520-3216 loc 104 (Dr. Leah Noveras)	E-mail Add: <a href="mailto:depedcebuprovince@yahoo.com">depedcebuprovince@yahoo.com</a>
Accounting Section:	(032) 520-3216 loc 102 or Fax /tel. no. 236-4628 (Mr. Roseller Gelig)	
Disbursing Section:	(032) 254-2632 (Mrs. Gervacia Sanchez)	
Admin/Legal:	(032) 255-4401 (Ms. Ma. Teresa Peralta)	
	(032) 253-7847 (Mr. Jeremy Denampo)	