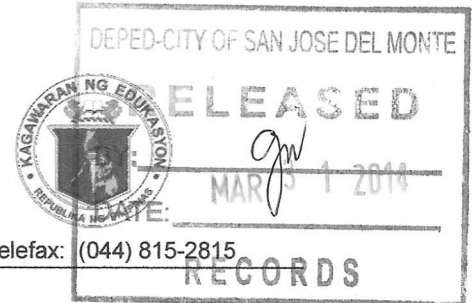




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region III  
**DIVISION OF CITY SCHOOLS**  
City of San Jose del Monte

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March 31, 2014

**DIVISION MEMORANDUM**

No. 43 s. 2014

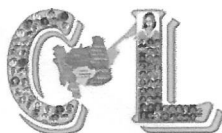
**SCHEDULE OF OPEN RANKING FOR SENIOR BOOKKEEPER AND DISBURSING OFFICER  
FOR SECONDARY SCHOOLS**

To : All District Supervisor  
All Secondary School Principals/OICs  
All Non-Teaching Personnel

1. The City Schools Division will conduct an open ranking for Administrative Assistant III (Senior Bookkeeper) and Administrative Assistant II (Disbursing Officer) positions on April 15, 2014 (Tuesday) at 9:00 a.m. at the Division Library Hub, San Ignacio St., Poblacion, City of San Jose del Monte, Bulacan for the following schools:
  - a. Graceville National High School
  - b. Kakawate High School
  - c. Minuyan National High School
  - d. San Martin High School
2. Candidates must have a Civil Service Sub-Professional eligibility, at least completed two (2) years studies in college (preferably Accounting course) and with one (1) year relevant experience.
3. Candidates must submit a photocopy of the following documents on April 10, 2014 (Thursday) and must bring the original copies on the day of the open ranking:
  - a. Application Letter
  - b. Personal Data Sheet (Form 212)
  - c. Appointment paper/s / Certificate of Employment
  - d. Transcript of Records/ Form 137/Diploma
  - e. Accomplishments/ Achievements
  - f. Performance Rating (3 rating period)
  - g. Certificate of Seminars/Training attended
4. Immediate and wide dissemination of this memorandum to all concerned is desired.

  
**ESTELITA G. PINEDA, CESO V**  
Schools Division Superintendent

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*"Collaborating with our Leaders, Caring for our Learners"*

