



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



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September 19, 2017

DIVISION MEMORANDUM

No. 156s. 2017

ADDENDUM TO DIVISION MEMORANDUM NO. 146, s. 2017
(Open Ranking for Vacant Non-Teaching Positions)

To: Assistant Schools Division Superintendent
Division Chief
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. Relative to the conduct of open ranking on October 10, 2017, this Office informs all concerned of the qualifications of Administrative Assistant III (Senior Bookkeeper), based on DepEd Memorandum dated September 13, 2017, as follows:

CSC PRESCRIBED QUALIFICATIONS

PREFERRED QUALIFICATIONS

Education : Completion of 2 years studies in college

Bachelor's Degree in Business Administration, Major in Accounting, or Completion of at least 2 yrs studies in Bachelor's Degree in Accountancy, or Commerce, or Completion of 2 yrs studies in college with at least 9 units in accounting subjects

Experience: 1 year relevant experience

1 year relevant experience in accounting activities / tasks
4 hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. MS Excel)
Career Service (Sub-Professional);
First Level Eligibility

Training : 4 hours relevant training

Eligibility : Career Service (Sub-Professional);
First Level Eligibility

2. Immediate dissemination of the contents of this Memorandum is desired.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent



"Collaborating with our Leaders, Caring for our Learners"





Republic of the Philippines
Department of Education

Office of the Undersecretary for Finance
Disbursements and Accounting

September 13, 2017

MEMORANDUM

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOLS DIVISION ADMINISTRATIVE OFFICERS
SCHOOLS DIVISION ACCOUNTANTS
SCHOOL HEADS
ALL OTHERS CONCERNED

ATTENTION : SCHOOLS DIVISION PERSONNEL SELECTION BOARD

FROM : UNDERSECRETARY VICTORIA L. MEDRANA CATIBOG
Finance-Disbursements and Accounting

SUBJECT : PREFERRED QUALIFICATIONS OF APPLICANTS FOR
THE FILLING UP OF THE NEWLY CREATED
ADMINISTRATIVE ASSISTANT (SENIOR BOOKKEEPER)
POSITIONS FOR SCHOOLS

1. This pertains to the filling up of 4,006 newly created Administrative Assistant III (Senior Bookkeeper) positions intended for schools nationwide including DepEd ARMM, as approved by the Department of Budget and Management (DBM) Secretary Benjamin E. Diokno, in his letter dated June 22, 2017, copy attached.
2. The allocation criteria for the said positions is stipulated in paragraph 3 of Memorandum dated June 19, s. 2017 signed by Undersecretary Jesus L.R. Mateo, Planning and Field Operations, with subject: "Allocation of Finance Positions for Central Schools (CS) and Junior High Schools (JHS) for School Year 2017-2018....." to wit:

Annex 1 (by school district)	Intended for CS or big elementary schools in terms of enrolment (i.e. if the school district does not have a school deemed as a CS). If the CS did not qualify in terms of the number of teachers, the school shall be clustered with two to three (2-3) nearby schools. The plantilla position will be lodged at the SDO.
Annex 2 (by school)	Intended for qualified JHS. The plantilla position will be lodged in the said specified JHS.
Annex 3 (by municipality)	Intended for JHS that did not meet the criteria but shall be clustered with two to three (2-3) nearby schools. The plantilla position shall be lodged at the SDO.

The authority to fill Senior Bookkeeper positions is vested upon the Schools Division Superintendents (SDS) pursuant to Section 7.c.3 of Republic Act No. 9155 otherwise known as Governance of Basic Education Act. In filling these items, all concerned must be guided by the following:

- a. The hiring shall commence only upon the issuance of the Notice of Organization, Staffing and Compensation Action (NOSCA) to each schools division/school by your counterpart DBM Regional Offices, and shall be subject to the pertinent DepEd and CSC rules and regulations on personnel recruitment and selection process; and
- b. In selecting the most qualified applicants, the preferred qualifications as shown below must be observed.

	CSC Prescribed Qualifications	Preferred Qualifications
Education	Completion of 2 years studies in college	Bachelor's Degree in Business Administration, Major in Accounting; or Completion of at least 2 years studies in Bachelors' 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 relevant experience	1 year relevant experience in accounting activities/tasks
Training	4 hours relevant training	4 hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)
Eligibility	Career Service (Sub-Professional); First Level Eligibility	Career Service (Sub-Professional); First Level Eligibility

4. This Department, through the Bureau of Human Resource and Organizational Development, will notify the Civil Service Commission (CSC)-Main Office, on the aforesaid preferred qualifications for Senior Bookkeeper applicants, for proper dissemination to and ready reference and guidance of its CSC Field Offices.

5. For compliance of all concerned.

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VICTORIA L. MEDRANA CATIBOG
Undersecretary

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