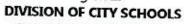
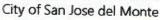


Republic of the Philippines DEPARTMENT OF EDUCATION

Region III









website: www.depedcsjdm.webs.com / e-mail: deped_csjdm@yahoo.com / telefax: (044) 815-2815

September 19, 2017

DIVISION MEMORANDUM

No.1 5 6s. 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
Training :	4 hours relevant training	accounting activities / tasks 4 hours relevant training in accounting; and 4 hours training on the use of computers and
Eligibility:	Career Service (Sub-Professional);	spreadsheet software (e.g. MS Excel)

Immediate dissemination of the contents of this Memorandum is desired.

First Level Eligibility

Career Service (Sub-Professional);

GERMELIÑA H. PASCUAL, CESO V Schools Division Superintendent

Career Service (Sub-Professional);

First Level Eligibility



"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

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.

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)

Annex 1 (by school district)	enrolment (i.e. if the school district does not have a terms of the school district does not have a
	Intended for the said specified JHS. Intended for qualified JHS. The plantilla position will Intended for the said specified JHS.
	shall be clustered with two to three (2-3) nearby schools. The plantilla position shall be lodged at the

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
- 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	l 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

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.

For compliance of all concerned.

VICTORIA L. MEDRANA CATIBOG

Undersecretary

eamd/