



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



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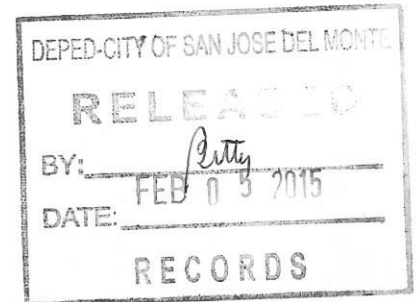
February 2, 2015

DIVISION MEMORANDUM

No. 10 s. 2015

**SCHEDULE OF OPEN RANKING FOR ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)
FOR THE SCHOOLS DIVISION OFFICE**

To : All Education Program Supervisors
All Secondary School Principals/OICs
All Elementary School Principals/OICs
All District Supervisors
All Non-Teaching Personnel
All Others Concerned



1. Per DepEd Order No. 66 s. 2007- **"Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions"**, this City Schools Division will conduct an open ranking for Administrative Assistant III (Senior Bookkeeper) position on Thursday, February 26, 2015, 9:00 a.m. at the Schools Division Office Conference Hall, San Ignacio St., Poblacion, City of San Jose del Monte, Bulacan.

2. Candidates must have acquired a Civil Service Sub-Professional eligibility and completed at least two (2) years studies in college (preferably Accounting course) and with one (1) year relevant experience.

3. Interested applicants are required to submit a photocopy of the following documents on Tuesday, February 24, 2015 for pre-evaluation and original copy on the day of the open ranking:

- a. Application Letter
- b. Updated Personal Data Sheet
- c. Approved appointment of the incumbent
- d. Transcript of Records
- e. Performance Rating for the last three (3) rating periods
- f. Proofs of Accomplishments per DepEd Order No. 66 s. 2007
- g. Certificate of Seminars/Training attended
- h. Service Record / Designation

4. Immediate and wide dissemination of this memorandum is desired.


GERMELINA H. PASCUAL
Schools Division Superintendent

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Collaborating with our Leaders, Caring for our Learner

