



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



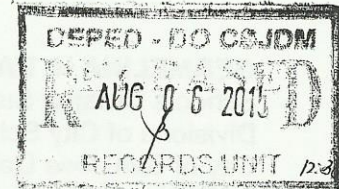
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August 6, 2015

DIVISION MEMORANDUM

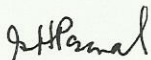
No. 134 s. 2015

To: **OIC – Asst. Schools Division Superintendent**
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned



**SCHEDULE OF OPEN RANKING FOR ADMINISTRATIVE ASSISTANT III
(SENIOR BOOKKEEPER) FOR TOWERVILLE HIGH SCHOOL**

5. 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 the vacant Administrative Assistant III (Senior Bookkeeper) position on Wednesday, August 26, 2015, 10:30 a.m. at the Schools Division Office Conference Hall, San Ignacio St., Poblacion, City of San Jose del Monte, Bulacan.
6. 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.
7. Interested applicants are required to submit a photocopy of the following documents on Monday, August 24, 2015, 2015 for pre-evaluation and original copy on the day of the open ranking:
 - i. Application Letter
 - j. Updated Personal Data Sheet
 - k. Approved appointment of the incumbent
 - l. Transcript of Records
 - m. Performance Rating for the last three (3) rating periods
 - n. Proofs of Accomplishments per DepEd Order No. 66 s. 2007
 - o. Certificate of Seminars/Training attended
 - p. Service Record / Designation
8. Immediate and wide dissemination of this memorandum is desired.


GERMELINA H. PASCUAL
Schools Division Superintendent



"Commitment-Driven Performance by our Leaders"

"Character-Based Instruction for our Learners"

