



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



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

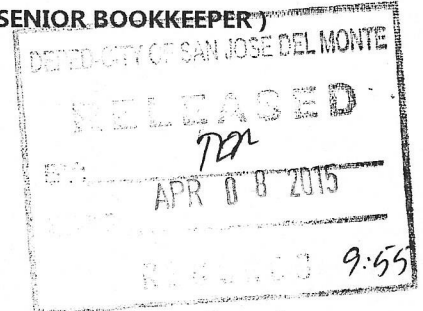
April 7, 2015

DIVISION MEMORANDUM

No. 58 s. 2015

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

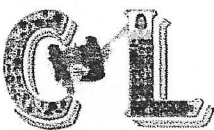
To : Education Program Supervisors/Coordinators
Public Schools District Supervisors
Elementary and Secondary School Principals/OIC's
Non-Teaching Personnel
All Others Concerned



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 the vacant Administrative Assistant III (Senior Bookkeeper) position on Tuesday, April 28, 2015, 3:00 p.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 Career Service Professional (First Level Eligibility) and completed at least two (2) years studies in college (preferably Accounting course), one (1) year of relevant experience and 4 hours of relevant training.
3. Interested applicants are required to submit a photocopy of the following documents arranged consecutively on Thursday, April 23, 2015 for pre-evaluation and original copy on the day of the open ranking:
 - a. Application Letter
 - b. Performance Rating for the last three (3) rating periods
 - c. Approved appointment of the incumbent
 - d. Service Record / Designation
 - e. Proofs of Outstanding Accomplishments per section C. of DepEd Order No. 66 s. 2007
 - f. Transcript of Records (Masteral or Doctoral Degree)
 - g. Certificate of Seminars/Training attended
 - h. Updated Personal Data Sheet
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 Learners"

