

VACANCY ANNOUNCEMENT

DIVISION		OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT	
UNIT/OFFICE/SCHOOL		Elementary School and/or District	
POSTION PROFILE			
Position:	Administrative Assistant II (Disbursing Officer II)	Salary Grade: SG 8	Annual Salary: Php 189,816
Item No:	OSEC-DECSB-ADAS2-660069-2017	OSEC-DECSB-ADAS2-660076-2017	
	OSEC-DECSB-ADAS2-660070-2017	OSEC-DECSB-ADAS3-660077-2017	
	OSEC-DECSB-ADAS2-660071-2017	OSEC-DECSB-ADAS3-660078-2017	
	OSEC-DECSB-ADAS2-660072-2017	OSEC-DECSB-ADAS3-660079-2017	
	OSEC-DECSB-ADAS2-660073-2017	OSEC-DECSB-ADAS3-660080-2017	
	OSEC-DECSB-ADAS2-660074-2017	OSEC-DECSB-ADAS3-660081-2017	
	OSEC-DECSB-ADAS2-660075-2017		
Reports to: Principal/PSDS/Accountant III/AO V/Superintendent			
CORE COMPETENCIES			
<ul style="list-style-type: none"> •Self- Management •Professionalism and ethics •Result focus 		<ul style="list-style-type: none"> •Teamwork •Service orientation •Innovation 	
QUALIFICATION			
Education	Completion of 2 years studies in college		
Experience	1 year of relevant experience		
Training	4 hours of relevant training		
Eligibility	Career Service (Sub-Professional) First Level Eligibility		

APPLICATION PROCEDURE

1. **Register** and apply for a position at DepEd Iligan Electronic Database of Applicants by visiting <http://tinyurl.com/depedigneda>.
2. **Submit** the following documentary requirements in a plastic folder with fastener to the Records Section on or before **September 13, 2017 (Wednesday)**:
 - a. Letter of Intent (addressed to the Schools Division Superintendent). Kindly include the position with the corresponding office you are applying for.
 - b. Duly accomplished Personal Data Sheet (CSC Form 212)
 - c. Curriculum Vitae
 - d. Photocopy of Certificate of Eligibility
 - e. Photocopy of the Performance Ratings for the last three (3) rating periods from January 2014 onwards
 - f. Photocopy of Certificate of relevant experience
 - g. Photocopy of Certificate of outstanding accomplishments
 - h. Photocopy of latest transcript of Records
 - i. Photocopy of Certificate of relevant training and seminars attended
3. Applicants are expected to:
 - Bring all original documents for verification purposes; and
 - Submit one set of documents for every position he/she is applying for.