



Gen. Aguinaldo St., Iligan City

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VACANCY ANNOUNCEMENT

DIVISION	OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT	
UNIT/OFFICE/SCHOOL	Elementary School and/or District	
POSITION PROFILE		
Position:	Administrative Assistant III (Senior Bookkeeper)	Salary Grade: SG 9 Annual Salary: Php 203,832
Item No:	OSEC-DECSB-ADAS3-660072-2017 OSEC-DECSB-ADAS3-660073-2017 OSEC-DECSB-ADAS3-660074-2017 OSEC-DECSB-ADAS3-660075-2017 OSEC-DECSB-ADAS3-660076-2017 OSEC-DECSB-ADAS3-660077-2017 OSEC-DECSB-ADAS3-660078-2017	OSEC-DECSB-ADAS3-660079-2017 OSEC-DECSB-ADAS3-660080-2017 OSEC-DECSB-ADAS3-660081-2017 OSEC-DECSB-ADAS3-660082-2017 OSEC-DECSB-ADAS3-660083-2017 OSEC-DECSB-ADAS3-660084-2017
Reports to: Principal/PSDS/Accountant III/AO V/Superintendent		
CORE COMPETENCIES		
<div>•Self- Management</div> <div>•Professionalism and ethics</div> <div>•Result focus</div> <div>•Teamwork</div> <div>•Service orientation</div> <div>•Innovation</div>		
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.