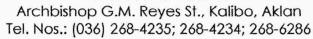


## Republic of the Philippines Department of Education Region Vi – Western Visayas

## **DIVISION OF AKLAN**





November 14, 2017

**DIVISION MEMORANDUM** No. 289 , s. 2017

## SUBMISSION OF APPLICATION WITH SUPPORTING DOCUMENTS FOR RANKING FOR ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper)

To: **Education Program Supervisors/Coordinators Public Schools District Supervisors** Principals/Head Teacher In-Charge of the District Administrative Officer V Heads of Public Pre-Elementary, Elementary, Secondary and Integrated Schools All interested applicants

1. Pursuant to DepED Order No. 29, s. 2002, "MERIT SELECTION PLAN," and DepED Order No. 66, s. 2007, "REVISED GUIDELINES ON THE APPOINTMENT AND PROMOTION OF OTHER TEACHING, RELATED TEACHING AND NON-TEACHING POSITIONS", all interested applicants are hereby informed that this Office is still accepting application letter with supporting documents until November 20, 2017.

Minimum Requirement:

**Education:** 

Completion of 2 years studies in college with at

least nine (9) units in accounting subjects

Experience: 1 year relevant experience

Trainina:

4 hours relevant training

Eligibility:

Career Service Sub-professional (CSSP)

- 2. Submit your application letter with supporting documents at the Division Office c/o Administrative Section. All applications received after November 20, 2017 will not be included in the ranking but will be filed for future consideration.
- 3. Immediate and wide dissemination of this memorandum is strongly desired.

Dr. ERNESTO F. SERVILLON, Jr., MNSA

Assistant Schools Division Superintendent Officer-In- Charge Office of the Schools Division Superintendent

Inclosure: None

Reference: DepED Order No. 29, s. 2002

DepED Order No. 66, s. 2007

Allotment: 1-6 (R.O. 12, s. 1994) To be indicated in the Perpetual Index under the following subjects:

**APPOINTMENT** 

POLICY

**EMPLOYEES** 

**OFFICIALS** 

PYM/mft