



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON
Capitol Compound, Sorsogon



February 7, 2019

DIVISION MEMORANDUM

No. 34, s. 2019

DELIBERATION/RANKING FOR VACANT POSITIONS FOR MASTER TEACHER, ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper) and ADMINISTRATIVE ASSISTANT II (Disbursing Officer)

- 1. This is to announce to all concerned that the schedule for deliberation/ranking for the listed vacant positions below are as follows:

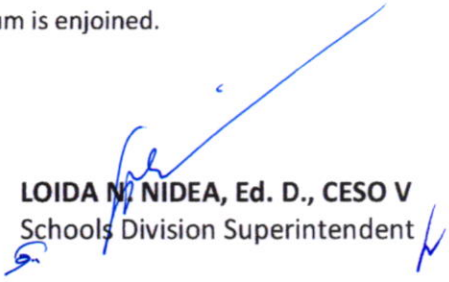
VACANT POSITION(S)	SCHOOL/PLACE OF ASSIGNMENT	SCHEDULE OF RANKING
Master Teacher II-SG 19	Barcelona NHS	February 18, 2019
Master Teacher I-SG 18	Sta. Magdalena NHS; and Juban District	February 18, 2109
Administrative Assistant III-SG 9 (Senior Bookkeeper)	DepEd-Schools Division of Sorsogon (4 Items); San Juan NHS, Casiguran (1 Item)	February 19, 2019
Administrative Assistant II-SG 8 (Disbursing Officer)	San Juan NHS, Casiguran (1 Item) Biriran NHS, Juban (1 Item)	February 19, 2019

- 2. For reference and guidance of interested applicants as to minimum qualifications for **Master Teacher** please refer to **MECS Order No. 10, s. 1979**.
- 3. The minimum qualification standard for Administrative Assistant III and Administrative Assistant II are as follows:

	CSC PRESCRIBED QUALIFICATIONS	PREFERRED QUALIFICATIONS
Education	Completion of 2 years studies in college	Bachelor's Degree in Business Administration, Major in Accounting; or Completion of at least 2 years studies in Bachelor's Degree in Accountancy or Commerce; or Completion of 2 years studies in college with at least nine (9) units in accounting subjects.
Experience	1 year relevant experience	1 year relevant experience in accounting activities/tasks.
Training	4 hours relevant training	4 hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)

	CSC PRESCRIBED QUALIFICATIONS	PREFERRED QUALIFICATONS
Eligibility	Career Service (Sub-Professional); First Level Eligibility	Career Service (Sub-Professional); First Level Eligibility

4. For other relevant information, **Administrative Assistant** applicants can refer to **Deped Order No. 66, s. 2007**.
5. The venue for the deliberation will be at the Division Conference Hall from 8:00 AM to 5:00 PM.
6. Interested applicants are requested to submit two sets of documents in a sealed envelope. One is for ranking purposes and the other one is for pre-assessment.
7. The deadline for submission of pertinent documents shall be on February, 13, 2019 in order to give ample time for the HRMO to pre-assess the documents. **No additional documents shall be accepted after the deadline.**
8. Expenses relevant to the conduct of this activity shall be charged to the Division MOOE/Local Funds subject to the usual accounting and auditing rules.
9. Immediate and wide dissemination of this memorandum is enjoined.


LOIDA N. NIDEA, Ed. D., CESO V
 Schools Division Superintendent