



Republic of the Philippines
Department of Education
Region V
Schools Division of Sorsogon

July 23, 2020

DIVISION MEMORANDUM

No. 109, s. 2020

ADDENDUM AND CORRIGENDUM TO DIVISION MEMORANDUM NO. 105, s. 2020

(ANNOUNCEMENT OF DELIBERATION / RANKING FOR VACANT ASSISTANT SCHOOL PRINCIPAL II (SHS), HEAD TEACHER III (SECONDARY), ADMINISTRATIVE OFFICER II (ELEMENTARY & SENIOR HIGH SCHOOL) POSITIONS AND UPCOMING VACANCIES FOR HEAD TEACHERS I & III IN THE ELEMENTARY)

TO: Assistant Schools Division Superintendent
Public School District Supervisors
Elementary & Secondary School Principals
Interested Applicants
All Others Concerned

1. In connection to Division Memorandum No. 105, s. 2020, this office announces that there is also a vacancy for Senior Bookkeeper (ADAS III) and will be included in the deliberation on August 3, 2020.
2. The Civil Service Commission minimum qualification standard for the said position is as follows:

	CSC PRESCRIBED QUALIFICATIONS	DEPED 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)

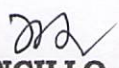




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	CSC PRESCRIBED QUALIFICATIONS	DEPED PREFERRED QUALIFICATIONS
Eligibility	Career Service (Sub-Professional); First Level Eligibility	Career Service (Sub-Professional); First Level Eligibility

3. For other relevant information, **Senior Bookkeeper (ADAS III)** applicants can refer to **DepEd Order No. 66, s. 2007**. Deadline of submission of documents will still be on July 30, 2020.
4. Because of overlapping activities and time constraints, the schedule of assessment for **Administrative Officer II** will be moved to **August 3, 2020** instead of August 6, 2020.
5. Interested applicants for **Assistant Principal II** must have passed the Principal's Test conducted by the National Educators Academy of the Philippines (DO No. 41, s. 2016) and must include a copy of the result in their folder for pre-assessment. The guidelines for the criteria and computation of points is **DepEd Order No. 42, s. 2007**, not DepEd Order No. 66, s. 2007.
6. Applicants for **Head Teacher I** and **Head Teacher III** in the elementary who are included in the Registry of Qualified Applicants (RQA) last August 29 & 30, 2019 and applicants for **Administrative Officer II** last February 28, 2020 who are also in the RQA can express their intent through a letter addressed to the Personnel Selection Board to just retain their points or update their documents and not undergo with the whole ranking process again.
7. Due to the unavailability of the Division Conference Hall on the supposed scheduled dates of deliberation, the new venue will be at the Teacher's Hall at Casiguran Central School, Casiguran, Sorsogon.
8. For information and guidance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent

