



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

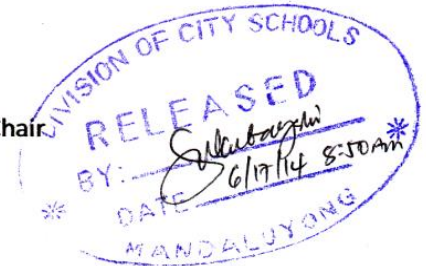
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Date : June 16, 2014

Memorandum To : Assistant Schools Division Superintendent/PSB Chair
Education/District Supervisors
Principals, Elementary and Secondary Schools
Administrative Officer-V
Section Chiefs
President, Mandaluyong Association of Non-Teaching Personnel

Subject : **RANKING FOR ADMINISTRATIVE ASSISTANT-II (DISBURSING OFFICER-II)
AND ADMINISTRATIVE ASSISTANT-III (SENIOR BOOKKEEPER)
POSITIONS**



This is to reiterate the recruitment for the vacant **Administrative Assistant-II (Disbursing Officer-II)** and **Administrative Assistant-III (Senior Bookkeeper)** items for Andres Bonifacio Integrated, Eulogio Rodriguez, Highway Hills and Ilaya Barangka Integrated Schools with salary grades 8 and 9, respectively which is now officially open.

The minimum qualification standards for the aforementioned positions are as follows:

Position Title	Education	Experience	Training	Eligibility
Administrative Assistant-II (Disbursing Officer-II)	Completion of two-year studies in college including or supplemented by 12 units in accounting	1 year relevant experience	4 hours relevant training	Career Service Sub-Professional
Administrative Assistant-III (Senior Bookkeeper)	Completion of two-year studies in college including or supplemented by 12 units in accounting	1 year relevant experience	4 hours relevant training	Career Service Sub-Professional

Interested applicants who meet the minimum qualifications are requested to submit their application letter together with the following credentials c/o Personnel Unit on or before **June 30, 2014**, to wit:

1. Personal data Sheet (CSC Form 212) or Resume
2. Copy of Career Service Eligibility Rating
3. Updated Copy of Service Record or Certification of Employment
4. Performance Appraisal for the last three (3) Rating Periods
5. Transcript of Records
6. Certificates of Seminars/Training Attended (at least 3 days)
7. Specialized Training Certificates, e.g. scholarship programs, short courses, study grants
8. Certification of Outstanding Accomplishments

Principals are enjoined to post copy of this Memorandum in the three (3) conspicuous places in the school to attract more applicants for wide selection.

Immediate and wide dissemination of this Memorandum is desired.


EVANGELINE P. LADINES
Schools Division Superintendent