



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

18 JAN 2023 8
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Office of the Schools Division Superintendent

DIVISION MEMORANDUM
 No. 019 s. 2023

January 17, 2023

SUBMISSION OF APPLICATION FOR ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) AND ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)

**To: Public Schools District Supervisors
 Elementary School Heads
 All interested and Qualified Applicants**

1. The Schools Division Office through the Human Resource Merit Promotion and Selection Board (HRMPSB) announces the submission of applications of interested qualified applicants for the following positions:

**ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) - 27 ITEMS
 ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER) - 14 ITEMS**

2. The minimum qualification standards are as follows:

Position	Plantilla Item No.	SG	Monthly Salary	Qualification standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB ADAS3-90002-2014	9	21211	Completion of 2 years in college. Preferably Bachelor's degree in Business Administration. Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs relevant training in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr relevant experience in accounting activities/tasks	CS Sub Prof	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Elementary (Baquero ES-Licuan Side)



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Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADASS-90002-2017	9	21211	Completion of 2 years in college. Preferably Bachelor's degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in Accountancy.	4 hrs. relevant training in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub-Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Elementary (Liquan Basy CS-Basy Side)
Administrative Assistant II (Senior Bookkeeper)	OSEC-DECSB - ADASS-90006-2014	9	21211	Completion of 2 years in college. Preferably Bachelor's degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub-Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Elementary (Bolinay CS)
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADASS-90008-2017	9	21211	Completion of 2 years in college. Preferably Bachelor's degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub-Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Elementary (Bucay CS)



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Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90009-2017	9	21211	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Elementary (Bugbog ES)
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90011-2014	9	21211	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Elementary (Cabanuyan ES)
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90013-2017	9	21211	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Elementary (Kimmelaba ES)



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Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90014-2014	9	21211	Completion of 2 years in college Preferably Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub-Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Elementary (Metodio ES)
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90019-2017	9	21211	Completion of 2 years in college Preferably Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub-Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Elementary (Tubo CS)
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90021-2017	9	21211	Completion of 2 years in college Preferably Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub-Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Elementary (Liwang ES)



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Administrative Assistant II (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90022-2017	9	21211	Completion of 2 years in college preferably Bachelor's degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least 30 units in accountancy	4 hrs. relevant training in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub-Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Elementary (Parawala ES)
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90023-2017	9	21211	Completion of 2 years in college preferably Bachelor's degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least 30 units in accountancy	4 hrs. relevant training in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub-Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Elementary (San Isidro ES)
Administrative Assistant II (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90024-2017	9	21211	Completion of 2 years in college preferably Bachelor's degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least 30 units in accountancy	4 hrs. relevant training in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub-Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Elementary (Cabaubano ES)



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Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90028-2017	9	21211	Completion of 2 years in college Preferably Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy	4 hrs. relevant training in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr relevant experience in accounting activities/tasks	CS Sub Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Elementary (Cagayanville ES)
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90029-2017	9	21211	Completion of 2 years in college Preferably Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy	4 hrs. relevant training in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr relevant experience in accounting activities/tasks	CS Sub Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Elementary (Tineg CS)
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90031-2017	9	21211	Completion of 2 years in college Preferably Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy	4 hrs. relevant training in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr relevant experience in accounting activities/tasks	CS Sub Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Secondary (Western Abra National High School)



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Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90032-2017	9	21211	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Secondary (Tabangao IS)
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90073-2018	9	21211	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	D.O. Based (Payroll Unit)
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90078-2018	9	21211	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	D.O. Based (Payroll Unit)



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Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90082-2018	9	21211	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	D.O. Based (Payroll Unit)
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90075-2018	9	21211	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	D.O. Based (Accounting Unit)
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90076-2018	9	21211	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	D.O. Based (Accounting Unit)



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Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90079-2018	9	21211	Completion of 2 years in college. Preferably Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub-Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	D.O Based (Accounting Unit)
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90080-2018	9	21211	Completion of 2 years in college. Preferably Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub-Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	D.O Based (Cash Section)
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90081-2018	9	21211	Completion of 2 years in college. Preferably Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub-Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	D.O Based (Deped Verifier)



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Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90084-2018	9	21211	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	D.O. Based
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90036-2017	9	21211	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	D.O. Based
Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB - ADAS2-90033-2017	8	19744	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Elementary (Diangay PS-Licuan Side)



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Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB - ADAS2-90039-2017	8	19744	Completion of 2 years in college Preferably Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Elementary (Subagan PS-Baay Side)
Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB - ADAS2-90042-2017	8	19744	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Elementary (Bao-yan ES)
Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB - ADAS2-90044-2017	8	19744	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Elementary (Padangitan ES)



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Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB - ADAS2-90047-2017	8	19744	Completion of 2 years in college Preferably Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub-Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Elementary (Buneg ES)
Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB - ADAS2-90051-2017	8	19744	Completion of 2 years in college Preferably Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub-Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Elementary (Pulot ES)
Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB - ADAS2-90054-2017	8	19744	Completion of 2 years in college Preferably Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub-Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Elementary (Luzong ES)



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Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB - ADAS2-90055-2017	8	19744	Completion of 2 years in college Preferably Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports. Account Tracking. Financial Transactions Recording Procedures	Elementary (Bangilo ES)
Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB - ADAS2-90056-2017	8	19744	Completion of 2 years in college Preferably Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports. Account Tracking. Financial Transactions Recording Procedures	Elementary (Gangal ES)
Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB - ADAS2-90030-2014	8	19744	Completion of 2 years in college Preferably Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports. Account Tracking. Financial Transactions Recording Procedures	Elementary (Armtuagan ES)



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Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB - ADAS2-90061-2017	8	19744	Completion of 2 years in college Preferably Bachelor's degree in Business Administration. Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Secondary (Tagudin NHS)
Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB - ADAS2-90063-2017	8	19744	Completion of 2 years in college Preferably Bachelor's degree in Business Administration. Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Secondary (Lufuno NHS)
Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB - ADAS2-90066-2017	8	19744	Completion of 2 years in college Preferably Bachelor's degree in Business Administration. Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Secondary (San Isidro NHS)



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Telephone No.: (074)614-6918
Email Address: abra@deped.gov.ph
Website: http://www.depedabra.com



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SCHOOLS DIVISION OFFICE OF ABRA

Office of the Schools Division Superintendent

Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB - ADAS2-90067-2017	8	19744	Completion of 2 years in college Preferably, Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy	4 hrs. relevant training in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Secondary
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3. All interested applicants regardless of gender, sexual orientation, civil status, religion, disability, ethnicity or political affiliation are required to submit application letter together with complete documents **on or before January 26, 2023** at the DepEd Schools Division Office of Abra through the HRMO and to be received at the records section. All applicants received beyond **January 26, 2023** will not be accepted. Please be guided by the following timeline:

ACTIVITY	RESPONSIBLE	TIMELINE
a. Filing and submission of application	Applicants SDO-Records Section	January 11, 2023 - January 26, 2023
b. Initial assessment of application documents	Personnel Section/HRMO	Maximum of 10 working days
c. Posting of Selection Line-up	Personnel Section	15 calendar days
d. Conduct of Interview of applicants	HRMPSB	2 days
e. Finalization of Comparative Assessment Form	HRMPSB Secretariat	1 day
f. Signing of CAF by the HRMPSB	HRMPSB	1 day
g. Submission of CAF for Approval	ASDS	1 day
h. Approval of final CAF	SDS	1 day



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4. The following required documents should be placed in three (3) **separate folders (1 original copy and 2 photocopies)** which should be properly arranged and labeled following the sequence as hereunder presented as follows:

	DOCUMENTS/CRITERIA	MEANS OF VERIFICATION/REQUIRED DOCUMENTS
A	Application Letter stating the position/s and preferred school to apply	
B	Updated Personal Data Sheet	
C	Performance Rating	➤ Performance rating for the last 3 rating periods which should be at least Very Satisfactory (VS)
D	Experience	Updated Service Record / Certificate of Employment
E	Outstanding Accomplishments (Meritorious Accomplishments)	<ul style="list-style-type: none"> ➤ Certificate of Recognition as Outstanding Employee ➤ Certificate of Recognition for any Innovations conducted ➤ Copy of Research and Development Projects ➤ Certificate of Recognition as to Publication/Authorship ➤ Certificate of Recognition as Consultant/Resource Speaker in trainings/Seminars
F	Education	➤ Official Transcript of Records (OTR)
G	Training	➤ Certificate of Participation to Training Activities, Scholarship Programs, Study Grants, etc.
H	Eligibility	➤ Certificate of Eligibility/Rating/License
I	Others	

5. For inquiries or clarifications, please contact **Ms. Gemma B. Cabutaje, HRMO** at **0965-516-9360** at DepEd Division Office.

6. Immediate dissemination of this memorandum is desired.

BENILDA M. DAYTACA EdD, CESO V
Schools Division Superintendent

FBPanelo/OSDS/ASU/PER



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