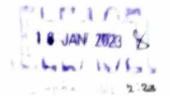


Department of Coucation

Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA



Office of the Schools Division Superintendent

DIVISION MEMORANDUM No. 0\9 8.2023

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

 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:

21 0000						Qualification	standards		
Position	Plantil la Item No.	8G	Month ly Balary	Education	Training	Experience	Ezigibilin 7	Competency (if applicable)	Place of Assignment
Administrative Assistant III (Senior Bookkeeper)	OSEC- DECS8 ADAS3- 90002- 2014	9	21211	Completion of 2 years in college Preferably Bachvaors degree in Buainess Administrations, Major in Accounting or Completion of at least 2 years studies in Bachvaor's Degree in Accountancy or Completion of 2 years studies in Completion of 2 years studies in accountancy.	4 hrs. retevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	1 yr relevant experience is eccounting activities/tasks	CS Sub. Prof	Financial Records and Reports. Account Tracking. Financial Transactions Recording Procedures	Elementary (Baquero ES Licuan Side)



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Cordillera Administrative Region SCHOOLS DIVISION OFFICE OF ABRA

Office of the Schools Division Superintendent

Administrative Assistant III (Senior Bookkesper)	OSEC- DECS8 ADAS3- 90002- 2017	9	21211	Completion of 2 years in college Preferably Bachelips Degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelips or Commence	4 hrs. televant training in in Accounting and 4 hours training on the use of Computers and spreadsheel a (Microsoft Excel)	1 yr relevant disperiency in accounting activities tasks	CS Sub Prod	Financial Records and Reports. Account Tracking. Financial Transactions Recording Procedures	Elementary (Lictuan Beaty CS-Beaty Side)
Administrative Assistant (II (Senior Bookkeeper)	OSEC- DECS8 ADAS3- 90006- 2014	9	21211	Completion of 2 pears in college Preterable Bachelous degree in Business Administration, Major in Accounting or Completion of at least 2 years studies in Bachelous in Accountancy or Commenture of 2 pears studies in College with at least (5) units in accountancy or Commentur of 2 pears studies in college with at accountancy or completion of 2 pears studies in college with at accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the isse of computers and spreadsheet a (Microsoft Excel)	1 yr relevant experience in eccounting activities tasks	CS Sub Prox	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Elementary (Bolinary CS)
Administrative Assistant III (Senior Bookkeeper)	OSEC- DECSB ADAS3- 90006- 2017	9	21211	Companion 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 Aucountercy or Companion of 2 years studies in college with at least (9) units in accountercy;	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet a (Microsoft Excel)	Tyr missant experience in accounting activities/tasks	CS Sub. Prod.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Elementary (Bucay CS)



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Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

Office of the Schools Division Superintendent

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 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 (Bugtog 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 Accoutancy 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 (Cabaruyan 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 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 (Kimmalaba ES)



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Cordillera Administrative Region SCHOOLS DIVISION OFFICE OF ABRA

Office of the Schools Division Superintendent

Administrative Assistant III (Senior Bookkeeper)	OSEC- DECSB ADAS3- 90014- 2014	9	21211	Completion of 2 years in college Preferably Bachelons degree in Business Administration, Major in Accounting or Completion of at least 2 years studies in Bachelon's Degree in Accountancy or Commerce	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 (Menocin ES)
Administrative Assistant III (Senior Bookkeeper)	OSEC- DECS8 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 years studies in Bachelor's Degree in Accountancy or Commerce or Completion of 2 years studies in college with at least (3) units in accountancy.	4 first relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet a (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 CIS)
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 Accoulancy or Commerce or Completion of 2 years studies in soccuritancy.	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 (Liwang ES)



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Office of the Schools Division Superintendent

Administrative Assistant III (Senior Bookkeeper)	OSEC- DECS8 ADAS3- 90022- 2017	•	21211	Completion of 2 years in college involved in Bachelors degree in Bookean Administration, Magne in Accountable, or Completion of all least 2 years studies in Bachelors or Completion of Communities or Completion of Communities in College with its least 10 years studies in college with its	4 hts. relevant training in in Accounting and 4 hours training in the use of computers and spreadtables t (Microsoft Excel)) yr. wewant expensive in accounting activities basks	23.000	Powersh and Specific Account Practing Powersh Transactions Specificing Proceedures	(Nemerica)
Administrative Assistant III (Senior Bookkeeper)	OSEC- DECSB ADASS- 90023- 2017	9	21211	Compation of 2 years in college fractions in college in Business Agreementation, Major in Accounting or Compation of at lease 2 years studies in Business in Declaration or Compation of Co	4 hts. seevant training in in Accounting and 4 hours training on the use of computers and spreadsheet 1 (Microsoft Exces)	i yi weksani augumence in augumence in augumence	CS Sub Prod	Financial Reports and Reports Account Tracking Financial Transactions Recording Procedures	(San-tello (San-tello (SS)
Administrative Assistant III (Senior Bookkeeper)	OSEC- DECS8 ADAS3- 90024- 2017	9	21211	Competion of 2 years in college freehouse on the college freehouse on the college of the college on the college on the college of Accounting or Competion of all least 2 years studies in Accounting or Competition or C	4 hrs. misward training a in Accounting and 4 hours training on the use of computers and spreadsheet (Microsoft Exces)	1 primered in accounting accounti	CS Sub- Prod.	Financial Records and Records Account Tracking Financial Transactions Recording Proceedures	Elementary Cashcashuras ES)



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Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

Office of the Schools Division Superintendent

Administrative Assistant III (Senior Bookkeeper)	OSEC- DECSB ADAS3- 90028- 2017		21211	Completion of 2 years in college Preferatory Bachelory degree in Business Administrator, Major in Accounting or Completion of at least 2 years studies in Bachelory's Degree in Accountering or Completion of 2 years studies in college with all least (9) units in accountingly)	4 hrs. nelevant training in in Accounting and 4 hours training on the use of computers end spriesdaheed b (Microsoft Escal)	1 yr relevant experience in accounting activities/gains	CS Sub Prod	Fingecial Records and Reports Account Tracking Financial Transactions Recording Procedures	Elementary Cerganayes ES
Administrative Assistant III (Senior Bookkeeper)	OSEC- DECSB ADAS3- 90029- 2017	9	21211	Completion of 2 years in college Preferance or Completion of European Administration, Major in Accounting or Completion of at least 2 years shudges in Bachator's Degree in Accountancy or Completion of Completion of 2 years studies in accountancy or Completion of 2 years studies in college with at least (9) units in accountancy.	4 hrs. retervant training in is Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excer)	1 yr relevant experience in accounting activities/tasks	CS Sub Prof	Financial Records and Reports. Account Tracking. Financial Transactions Recording Procedures	Element(gry (Timeg CS)
Administrative Assistant III (Senior Bookkeeper)	OSEC- DECS8 ADAS3- 90031- 2017	9	21211	Completion of 2 years in college Preferably: Bachelory degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelory Degree in Accounteror 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 Reports Account Tracking, Financial Transactions Recording Procedures	Secondary Meetern Abra National High School)



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Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

Office of the Schools Division Superintendent

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 Accoutancy 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 (Tabangao IS)
Administrative Assistant III (Senior Bookkeeper)	OSEC- DECSB ADAS3- 90073- 2018	9	21211	Completion of 2 years in coffege Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in Accoutancy 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- 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 computes 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)



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SCHOOLS DIVISION OFFICE OF ABRA

Office of the Schools Division Superintendent

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 Accourtancy 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 Accoutancy or Commerce 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.	A 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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Cordillera Administrative Region SCHOOLS DIVISION OFFICE OF ABRA

Office of the Schools Division Superintendent

Administrative Assistant III (Senior Bookkeeper)	OSEC- DECSB ADAS3- 90079- 2018	9	21211	Completion of 2 years in college Preferably: Bachetors degree in Business Administration, Major in Accounting or Gompletion of at least 2 year studies in Bachetor's Degree in Accoutancy or Commerce or Completion of 2 please (8) units in society with at least (8) units in accountancy.		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 Preferatory Bachstore degree in Business Administration, Major in Accounting or Completion of all least 2 years studies in Bachstor's Degree in Accountancy or Completion of 2 years studies in college with at least (3) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	f 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)
Assistant III (Senior Bookkeeper)	ÖSEC- DECSB ADAS3- 90081- 2018	9	21211	Completion of 2 years in college Preferancy Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year shulles in Bachelor's Degree in Accoulancy or Commerce or Completion of 2 years shulles in college with at least (3) 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 (Deped Verifier)



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Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

Office of the Schools Division Superintendent

Administrativ Assistant III (Senior Bookkeeper)	DECSE		2121	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.		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
ministrative Assistant II Disbursing Officer II)	OSEC- DECSB - ADAS2- 90033- 2017	8	19744	Completion of at least 2 year studies in Bachelor's Degree in Accoutancy or Commerce or Completion of 2 years studies in	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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Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

Office of the Schools Division Superintendent

Administrative Assistant II (Disbursing Officer II)	OSEC- DECSB - ADAS2- 90039- 2017	8	1974	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 Accoutancy or Completion of 2 years studies in college with at least (9) units in accountancy.		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 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 Accoutancy 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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Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

Office of the Schools Division Superintendent

Administrative Assistant II (Disbursing Officer II)	OSEC- DECSB ADAS2- 90047- 2017	1	19744	Gompletion of 2 years in college Preferably Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in dechelor's Degree in Accountancy or Completion of 2 years studies in college with at least (9) units in accountancy.		1 yr. relevant experience in accounting activities/tysks	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 years studies in Bachelor's Degree in Accoulancy or Completion of 2 years studies in accounting 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)
dministrative Assistant II (Disbursing Officer II)	OSEC- DECSB ADAS2- 90054- 2017	8	19744	Commerce or Completion of 2	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheet s (Microsoft Excel)	f 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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SCHOOLS DIVISION OFFICE OF ABRA

Office of the Schools Division Superintendent

	-	-			-				Elementary
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	(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 Accourancy 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 (Amtuagan ES)



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Office of the Schools Division Superintendent

Assistant II (Disbursing Officer II)	OSEC- DECS8 ADAS2- 90061- 2017	8	19744	Completion of 2 years in college Preferably Bachelons degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelons of Completion of Completion of Completion of Completion in Accountancy or Completion in Indian (II) units in accountancy	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and a (Microsoft Excel)	1 yr. relevant experience in accounting activities/seeks	CS Sub Prof	Financial Records and Reports. Account Tracking. Financial Transactions Recording Procedures	Secondary (Tagodtod N#15)
Administrative Assistant II (Disbursing Officer II)	OSEC- DECSB ADAS2- 80963- 2017	*	19744	Completion of 2 years in college freebracht Sachetors dayne in Sachetors Administration. Major in Accounting or Completion of at least 2 years studies in Sachetor's Completion of 2 years studies in college with at least (5) units in accountancy	4 hrs. respirant training in in Accounting and 4 hours yranning on the use of computers and spreadsheet a (Microsoft Excel)	1 yr. splevant expanseria in accounting activities/tasks	CS Sub Prof	Financial Records and Reports. Account Tracking. Financial Transactions Recording Procedures	Secondary (Lui-lung NH1S)
Administrative Assistant II (Discursing Officer II)	05EC- DECS8 ADAS2- 90066- 2017	8	19744	Completion of 2 years in college Preferably Bachelons Supres in Business Administration, Major in Accounting or Completion of at least 2 years studies in bachelon's Degree or Completion of 2 years studies in college with at least (9) units in accountancy or 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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Cordillera Administrative Region SCHOOLS DIVISION OFFICE OF ABRA

Office of the Schools Division Superintendent

ministrative ssistant II hisbursing 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 Accoutancy or Commerce or Completion of 2 years studies in college with at least (9) units in	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
				least (9) units in accountancy				L	

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	
o. Initial assessment of application documents	Personnel Section/HRMO	Maximum of 10 working days	
c. Posting of Selection Line-	Personnel Section	15 calendar days	
d. Conduct of Interview of applicants	HRMPSB	2 days	
e. Finalization of Comparative Assessment Form	HRMPSB Secretariat	1 day	
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	



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra

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







Department of Education

Cordillera Administrative Region SCHOOLS DIVISION OFFICE OF ABRA

Office of the Schools Division Superintendent

The following required documents should be placed in three (3) separate folders
 original copy and 2 photocopies) which should be properly arranged and labeled

		under presented as follows: MEANS OF VERIFICATION/REQUIRED				
	DOCUMENTS/CRITERIA	500 C C C C C C C C C C C C C C C C C C				
Ā	Application Letter statin	the position/s and preferred school to apply				
В	Updated Personal Data					
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)	 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 Official Transcript of Records (OTR) 				
F	Education					
G	Training	 Certificate of Participation to Training Activities, Scholarship Programs, Study Grants, etc. 				
Н	Eligibility	> Certificate of Eligibility/Rating/License				

- For inquiries or clarifications, please contact Ms. Gemma B. Cabutaje, HRMO at 0965-516-9360 at DepEd Division Office.
- Immediate dissemination of this memorandum is desired.

BENILDA M. DAYTACA EdD, CESO V

Schools Division Superintendent

FBPanelo/OSDS/ASU/PER



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	DOCUMENTS/CRITERIA						
A	Application Letter stating	the position/s and preferred school to apply					
В	Updated Personal Data Sheet						
С	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	Accomplishments (Meritorious Accomplishments)	 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 Official Transcript of Records (OTR) 					
F	Education						
G	Training	Certificate of Participation to Training Activities, Scholarship Programs, Study Grants, etc.					
Н	Eligibility	> Certificate of Eligibility/Rating/License					
ı	Others						

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6. Immediate dissemination of this memorandum is desired.

BENILDA M. DAYTACA EdD, CESO V Schools Division Superintendent

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