



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF NEGROS ORIENTAL
Dumaguete City



January 14, 2016

DIVISION MEMORANDUM

No. 23, s. 2016

**ANNOUNCING THE VACANCIES FOR
NON-TEACHING/FINANCIAL POSITIONS**

TO : Education Program Supervisors/Coordinators
Public Schools District Supervisors/District -In-Charge
Public Elem./Secondary Schools Administrators
Teaching/Non-Teaching Personnel

1. This Office hereby announces the vacancies for senior bookkeepers and disbursing officers to be deployed to the different secondary schools/district in this division, as follows:

<i>No.</i>	<i>Position</i>	<i>School/District Assignment</i>
1	Senior Bookkeeper	Dauin National High School
1	Senior Bookkeeper	Maria Macahig Memorial HS
1	Senior Bookkeeper	Pacuan National High School
1	Senior Bookkeeper	Tampi National High School
1	Senior Bookkeeper	Tambo National High School
1	Senior Bookkeeper	Mabinay IV District
1	Disbursing Officer II	Don Emilio J. Macias Memorial HS
1	Disbursing Officer II	Tampi National High School
1	Disbursing Officer II	Tambo National High School
1	Disbursing Officer II	Bagtio National High School

2 Hereunder are the minimum qualification standards for Senior Bookkeepers and Disbursing Officers:

<i>Education</i>	:	Completion of two year studies in college;
<i>Experience</i>	:	1 year of relevant experience;
<i>Training</i>	:	4 hours of relevant training;
<i>Eligibility</i>	:	Career Service (Subprofessional); First Level Eligibility

(Applicants w/ units in Accounting subject shall be given priority in hiring)


15 JAN 2016

3. Interested applicants are requested to submit the following pertinent papers to the Office of the Administrative Officer:

1. Personal Data Sheet
2. Service Record/Certification from Employer
3. Performance Rating (*3 rating periods*)
4. Transcript of Records
5. Certificate of relevant trainings/seminars attended
6. Outstanding/Meritorious accomplishments
7. Report of Rating/Eligibility

DepEd Order No. 66, s. 2007 shall be the basis for evaluation of these papers. Deadline for submission is on **Friday, January 29, 2016**

4. It is desired that this Memorandum be given widest dissemination.


LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent
Officer-In-Charge

STJ/lpsar.