



May 14, 2019

DIVISION MEMORANDUM

No. 290, s. 2019

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

To : OIC – Asst. Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors/Coordinators
Public Schools District Supervisors/District -In-Charge
Public Elem./Secondary Schools Administrators
Teaching/Non-Teaching Personnel

1. For the information of all concerned, this Office announces the following vacancies for Senior Bookkeepers and Disbursing Officers in this division:

Position Title	SG	STATION (Division Office/District/School)
ELEMENTARY (15)Adm. Asst. III (Sr. Bookkeeper)	09	Division of Negros Oriental
JUNIOR HIGH SCHOOL (1)Adm. Asst. III (Sr. Bookkeeper) (19)Adm. Asst. II (Disbursing Officer)	09 08	Jose Marie Locsin MHS, Zamboanguita Ayungon NHS, Ayungon I Tambo NHS, Ayungon II Jose B. Cardenas NHS-Main, Canlaon I Demetrio L. Alviola NHS, Bindoy II Jimalalud NHS, Jimalalud La Libertad TVS, La Libertad I Manjuyod NHS, Manjuyod II Amlan NHS, Amlan Sibulan NHS, Sibulan I Mabinay NHS, Mabinay III NOHS, Dumaguete Dauin NHS, Dauin Jose Marie Locsin MHS, Zamboanguita

15 MAY 2019



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DEPARTMENT OF EDUCATION
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Position Title	SG	STATION (Division Office/District/School)
		Santiago Delmo NHS, Zamboanguita Siaton NHS, Siaton II Maria Macahig NHS, Siaton IV Casiano Z. Napigkit NHS, Sta. Catalina I Don Emilio Macias NHS, Sta. Catalina I Valencia NHS, Valencia

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

- Education* : 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 in accounting activities/tasks
- Training* : 4 hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)
- Eligibility* : Career Service (Sub-Professional);
First Level Eligibility

3. Interested applicants are requested to submit **written applications indicating the position and specific station they are applying for** supported by certified copies of the following papers to the **Office of the Schools Division Superintendent**, in one (1) folder on or before **June 5, 2019**:

- Personal Data Sheet
- Certificate of Eligibility/Report of Rating
- Certificate of Outstanding/Meritorious Accomplishments



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- Certificate of Trainings/Seminars/Scholarship Grant Attended
- Official Transcript of Records
- Performance Rating (for the last 3 rating period)
- Service Record/Certificate for Employment

(Criteria for selection is based on DepEd Order No. 66, s. 2007)

4. Immediate dissemination of this Memorandum is desired.


WILFREDA D. BONGALOS, Ph.D., CESO V
Schools Division Superintendent ⁵⁴⁶

WDB/lby/jc.