



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City, Philippines

VACANCY ANNOUNCEMENT

STRAND	Finance and Administration
BUREAU/SERVICE/OFFICE:	Finance Service
DIVISION/UNIT:	Accounting Division

POSITION PROFILE	
Position: Accountant II	Salary Grade: SG 16 Annual Salary: 322,536
Item No: OSEC-DECSB-A2-14-2005 OSEC-DECSB-A2-17-2005 OSEC-DECSB-A2-18-2005 OSEC-DECSB-A2-8-2005 OSEC-DECSB-A2-9-2005 OSEC-DECSB-A2-12-2015	Benefits: Refer to the Summary of Compensation and other benefits
CORE COMPETENCIES	
<ul style="list-style-type: none">• Self-management• Professionalism and ethics• Result focus• Teamwork• Service orientation• Innovation	
QUALIFICATIONS	
Education	Bachelor's degree in Commerce/ Business Administration major in Accounting
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	RA 1080

APPLICATION PROCEDURE

1. Register and apply for a position at <http://tinyurl.com/DepEd-Kalibr>.
2. Submit the following documentary requirements in a clean, unmarked long brown envelope to the **Personnel Division** at the Department of Education Central Office (Ground floor, Alonzo Building) on or before **December 21, 2015:**
 - a. Letter of Intent (addressed to the Chief of the Personnel Division)
 - b. Duly accomplished Personal Data Sheet (CSC Form 212)
 - c. Curriculum Vitae
 - d. Photocopy of one (1) government-issued ID
 - e. One (1) Certified True Copy of Certificate of Eligibility
 - f. One (1) Certified True Copy of the latest Transcript of Records
 - g. One (1) Certified True Copy of the Performance ratings for the last 3 rating periods
 - h. Certificates of relevant trainings and seminars attended
 - i. Certificates of outstanding accomplishments
 - j. E-copy of all submitted documents (enclosed in a CD)
3. Applicants are expected to:
 - Bring all original documents for verification purposes; and
 - Submit one set of documents for every position he/she is applying for.