



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

VACANCY ANNOUNCEMENT

BUREAU/SERVICE/OFFICE:	Finance Service
DIVISION/UNIT:	Accounting Division

POSITION PROFILE	
Position: Administrative Assistant III	Salary Grade: 9 Annual Salary: Php 209,676.00
Item No.: OSEC-DECSB-ADAS3-42-2004	Benefits: Refer to the Summary of Compensation and other benefits
JOB DESCRIPTION	
The position is responsible for assisting in the pre-audit of all disbursement vouchers prior to processing for payment in accordance with DepEd and government rules and regulations.	
QUALIFICATIONS	
Education	Completion of 2 years of studies in College
Experience	1 year relevant experience
Training	4 hours of relevant training
Eligibility	Career Service (Sub-Professional) First Level Eligibility

APPLICATION PROCEDURE

- 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, Teodora Alonzo Building) on or before **July 31, 2018**:
 - Letter of Intent (addressed to Mr. Francis Dela Cruz, Chief of the Personnel Division). Kindly include the position with the corresponding division/office, bureau, and strand you are applying for.
 - Duly accomplished Personal Data Sheet (CSC Form 212)
You may download this form at <http://tinyurl.com/deped-ePDS>
 - Curriculum Vitae
 - Photocopy of one (1) government-issued ID
 - Photocopy of Certificate of Eligibility
 - Photocopy of the latest Transcript of Records
 - Photocopy of the 3 Performance ratings for the last 3 rating periods from July 2015 onwards (one (1) performance rating is equivalent to six (6) months)*
 - Certificates of relevant trainings and seminars attended
 - Certificates of outstanding accomplishments
 - E-copy of all submitted documents (enclosed in a CD)

** Note: For external applicants, numerical performance evaluation from the previous employer. If unavailable, kindly download the template for the Performance Ratings at <http://tinyurl.com/DepEd-PRtemplates> and have it filled out by your immediate supervisor (previous or current).*
- Applicants are expected to:
 - Bring all original documents for verification purposes;
 - Submit one set of documents for every position he/she is applying for; and
 - Submit pending requirements before the deadline of applications.