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/Bookkeeping Section B (BB)

POSITION PROFILE	
Position: Administrative Assistant II (Data Entry Machine Operator II)	**Salary Grade:** 8 **Annual Salary: Php 210,060.00**
Item No.: **OSEC-DECSB-ADAS2-38-2004** **OSEC-DECSB-ADAS2-40-2004** (2 items)	**Other Incentives/Bonuses:** • Monthly Economic Relief Allowance • Mid-year bonus • Productivity Enhancement Incentive • Clothing Allowance • Cash Gift • Year-end bonus

JOB DESCRIPTION

This position assists in the preparation of accurate and timely Internal (DepEd) and External (BIR, DBM, COA and other government agencies) Reports of the assigned DepEd Strand in accordance with DepEd and government rules and regulations.

QUALIFICATIONS

Education	Completion of 2 years studies in College **or** High School graduate with relevant vocational or trade course
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Career Service (Sub-professional) First Level Eligibility **or** Data Encoder (MC 11, s. 1996-Category I)

APPLICATION PROCEDURE

1. **Submit** the following documentary requirements through *https://forms.gle/Yp7QwEts2nr6wUNz6* on or before **September 30, 2020**:

   a. Letter of Intent (addressed to Mr. Francis Allen B. Dela Cruz, Chief Administrative Officer of the Personnel Division). **Kindly include the position with the corresponding division/office, bureau, item number, and strand you are applying for**.
   b. Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) and Work Experience Sheet. *You may download these forms at http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html*
   c. Curriculum Vitae
   d. Photocopy of one (1) government-issued ID
   e. One (1) Copy of Eligibility (for CSC Sub-professional, Professional, and other related eligibility) or Copy of PRC License with Documentary Stamp (for relevant position/s).
   f. Photocopy of the **latest** Transcript of Records
   g. Photocopy of the **3 Performance ratings** for the **last 3 rating periods (2019 & 2020)** **(one (1) performance rating is equivalent to six (6) months)**
   h. Certificates of **relevant trainings** and **seminars** attended
   i. Certificates of outstanding accomplishments **(Outstanding Employee Award, Innovations, Research and Development Projects, Publications/Authorship, and Consultant/Resource Speaker)**

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