



Republic of the Philippines  
**Department of Education**  
**VACANCY ANNOUNCEMENT**

<b>BUREAU/SERVICE:</b>	Finance Service
<b>DIVISION/UNIT:</b>	Accounting Division - Pre-Audit Section A (PASA)
<b>POSITION PROFILE</b>	
<b>Position:</b> Administrative Assistant II (Bookkeeper)	<b>Salary Grade:</b> 8 <b>Annual Salary:</b> ₱ 219,012.00
<b>Item No.:</b> <b>OSEC-DECSB-ADAS2-35-2004</b>	<b>Other Incentives/Bonuses:</b> <ul style="list-style-type: none"><li>• Monthly Economic Relief Allowance</li><li>• Mid-year bonus</li><li>• Productivity Enhancement Incentive</li><li>• Clothing Allowance</li><li>• Cash Gift</li><li>• Year-end bonus</li></ul>
<b>JOB DESCRIPTION</b>	
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.	
<b>QUALIFICATIONS</b>	
Education	Completion of 2 years studies in college
Experience	1 year of relevant experience
Training	4 hours of relevant training
Eligibility	Career Service (Subprofessional) First Level Eligibility

**APPLICATION PROCEDURE**

1. **Submit** the following documentary requirements\* through <https://bit.ly/depedcob81> \*\* on or before **September 30, 2021**:
  - 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 (2020 & 2021)** **(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**)

The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.

\* *Image files will NOT be accepted by the form. Please convert your files to PDF format before you proceed.*

\*\* *If the link does not redirect you to the online application form, please type the address manually.*