



Republic of the Philippines
Department of Education
VACANCY ANNOUNCEMENT

BUREAU/SERVICE:	Finance Service
DIVISION/UNIT:	Accounting Division - Pre-Audit Section B (PASB)
POSITION PROFILE	
Position: Administrative Assistant II (Bookkeeper)	Salary Grade: 8 Annual Salary: ₱ 219,012.00
Item No.: OSEC-DECSB-ADAS2-50-2004	Other Incentives/Bonuses: <ul style="list-style-type: none">• Monthly Economic Relief Allowance• Mid-year bonus• Productivity Enhancement Incentive• Clothing Allowance• Cash Gift• Year-end bonus
JOB DESCRIPTION	
The position is responsible for assisting in the pre-audit of the assigned documentation for the assigned transaction: the status of individual cash advances, in accordance with DepEd and government rules and regulations.	
QUALIFICATIONS	
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.*