

VACANCY ANNOUNCEMENT

BUREAU/SERVICE:	Department of Education – Region IX
DIVISION/UNIT:	Division of Zamboanga Sibugay – DIVISION ZS-ELEM

POSITION PROFILE

POSITION: ADMINISTRATIVE ASSISTANT II	Salary Grade: 8 Monthly Salary: ₱18,998.00
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Item No.: ADAS2-570032-2017 ADAS2-570036-2017	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
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JOB DESCRIPTION

Provides clerical support such as 1. Pre audit of disbursement and liquidation vouchers; 2. Reconciliation of subsidiary ledgers balances with control accounts; 3. Summarizes payroll check/ATM disbursements and deductions; 4. May assists in the recording of financial transactions in appropriate journals and subsidiary ledgers; 5. Other finance related tasks.

QUALIFICATIONS

Education	Completion of two years studies in college
Experience	1 year relevant trng
Training	4 hrs
Eligibility	CS - Sub professional

APPLICATION PROCEDURE

1. **Submit** the following documentary requirements to the Personnel Section through the Records Section or send all their scanned pertinent documents through personnel.zambosibugay@deped.gov.ph on or before January 16, 2023 (Monday):
 - a. Letter of Intent (addressed to **Dr. Jeanelyn A. Aleman, CESO VI**, Schools Division Superintendent).
Kindly include the position with the corresponding school/office, 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://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>
 - c. 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).
 - d. Photocopy of the **latest** Transcript of Records
 - e. Photocopy of the **3 Performance ratings** for the **last 3 rating periods**
 - f. Certificates of **relevant trainings** and **seminars** attended,
 - g. Certificates of outstanding accomplishments (**Outstanding Employee Award, Innovations, Research and Development Projects, Publications/Authorship, and Consultant/Resource Speaker**).

NOTE: INCOMPLETE AND LATE SUBMISSION OF DOCUMENTS WILL NOT BE GIVEN FAVORABLE ACTION

The Department of Education-Zamboanga Sibugay adheres to the existing general policy of no discrimination based on gender, civil status, disability, religion, ethnicity or political affiliation.

** 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.*