**VACANCY ANNOUNCEMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **BUREAU/SERVICE:** | | Department of Education – Region IX | |
| **DIVISION/UNIT:** | | Division of Zamboanga Sibugay - OSDS | |
| **POSITION PROFILE** | | | |
| **Position:** Administrative Assistant III (Sr. Bookkeeper) | | | **Salary Grade:** 9  **Monthly Salary: ₱ 19, 593.00** |
| **Item No.:**  ADAS3-570018-2014 | | | **Other Incentives/Bonuses:**   * Monthly Economic Relief Allowance * Mid-year bonus * Productivity Enhancement Incentive * Clothing Allowance * Cash Gift * Year-end bonus |
| **JOB DESCRIPTION** | | | |
| This position is responsible to maintain and safeguard the books, records and supporting schedules of the Division Office by keeping track of accounts and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions. | | | |
| **QUALIFICATIONS** | | | |
| Education | Completion of two years in college | | |
| Experience | 1 year relevant experience | | |
| Training | 4 hours relevant training | | |
| Eligibility | Career Service (Sub-Professional) First Level Eligibility | | |
| Competencies | Proficient in the use of MS Office, Self Management, Results Focus, Teamwork, Communication Skills | | |

**APPLICATION PROCEDURE**

1. **Submit** the following documentary requirementsto the Personnel Section through the Records Section or send all their scanned pertinent documents through [**https://bit.ly/3kLYPVA**](https://bit.ly/3kLYPVA?fbclid=IwAR18wOaVrmi9pCOAM4KhN7ODBKlFg_9SNhTVoQnGTVzqTbCroxCAl_TOe78) on or before **October 11, 2021 (Monday)**:
   1. Letter of Intent (addressed to **Dr. Jeanelyn A. Aleman, CESO VI**, OIC – Schools Division Superintendent). **Kindly include the position with the corresponding school/office, you are applying for**.
   2. 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*](http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html)
   3. 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).
   4. Photocopy of the **latest** Transcript of Records

# Photocopy of the 3 Performance ratings for the last 3 rating periods

* 1. Certificates of **relevant trainings** and **seminars** attended,
  2. 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.***