



Republic of the Philippines
 Department of Education
 Region X – Northern Mindanao
DIVISION OF MISAMIS ORIENTAL
 Del Pilar-Velez St., Cagayan de Oro City
www.depedmisor.net



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October 10, 2014

DIVISION MEMORANDUM
 No. 237 s. 2014

**CONDUCT OF SELECTION FOR ADMINISTRATIVE ASSISTANT III
 (SENIOR BOOKKEEPER) FOR THE IDENTIFIED CENTRAL SCHOOLS**

To: ELEMENTARY AND SECONDARY SCHOOL HEADS
 This Division

1. This Office announces the conduct of Selection for Administrative Assistant III (Senior Bookkeeper) who shall be assigned in the following schools:

- Jasaan Central School ✓
- Tagoloan Central School ✓
- Claveria Central School ✓
- Magsaysay Central School
- Sugbuncogon Central School

2. The selection process shall be in accordance with the guidelines stipulated in DepEd Order No. 66, s. 2007, otherwise known as "The Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions.

3. The following are the qualification standards per CSC 2007 QS and Unnumbered DepEd Memorandum dated March 31, 2014:

Position Title	Education	Experience	Training	Eligibility
Administrative Assistant III (Senior Bookkeeper) SG 9	Completion of 2 years studies in college Priority: Business Ad Degree Holders preferably with major in Accounting	1 year relevant experience	4 hours relevant training	Career Service Subprofessional (1 st Level Eligibility)

4. The selected and appointed Senior Bookkeeper shall be reporting to the specific central school he/she applied for as his/her official station and shall deliver the following functions:

Duties and Responsibilities:

1. Maintains the Books of Accounts (General Ledger, Subsidiary Ledgers, General Journal, Cash Receipts Journal, and Cash Disbursements Journal) for Regular Agency Books and other funds.
2. Maintains the Registry of Allotments and Obligations for all funds.
3. Prepares the Trial Balance and Financial Statements (Balance Sheet, Income Statement, Statement of Cash Flows, and Statement of Government Equity).
4. Prepares financial reports for division office.
5. Certifies as to availability of funds/allotment of school.
6. Prepares Journal Entry Vouchers for all transactions of financial nature.
7. Checks/verifies computations/supporting documents of all disbursement vouchers.
8. Prepares Bank Reconciliation Statements.
9. Prepares the PSIPOP of the school.
10. Processes requests for cash advances and liquidation reports.
11. Other related bookkeeping and accounting tasks as may be assigned by the SDS.

5. The selection process shall abide with the following timeline:

- a. October 13- 31 Posting of the Announcement for the selection process the the Division Office and schools concerned
- b. November 3 Listing of all interested and qualified applicants who submitted their documents in the identified schools
- c. November 4 Preliminary evaluation of the qualification of applicants

Preparation of selection line-up following using the prescribed format
- d. November 5-20 Posting of the selection line-up in three conspicuous places in the identified central schools

Notification of the applicants of the outcome of the preliminary evaluation
- e. November 25 Submission of the selection line-up to the Division PSB for deliberation en banc
- f. November 26 Further assessment (written exam, skills test, interview) of the applicants in the selection line-up by the Division PSB

6. The Personnel Selection Board (PSB) is composed of the following:

- a. School PSB (Central/ Non-Central)

Chairman: School Head

Members: four (4) members from among the grade level chairprsons

b. Division PSB

Chairman: JEAN G. VELOSO
OIC- ASDS

Members: Head of the School where the vacancy exists

BERNADETTE P. SAMACO
CID Chief Designate Administrative Officer V

MARIO T. ARROYO MANOLITO V. SALE
Administrative Asst MOPSTEA President

Secretariat: CLARIBEL S. RODRIGUEZ
Administrative Asst

7. Immediate dissemination of this Memorandum to all concerned is enjoined.

CLL/jgv

To be indicated in the Perpetual Index
under the following subjects:

PERSONNEL

CHERRY MAE L. LIMBACO, Ph.D., CESO V
Division Superintendent

SELECTION

SCHOOLS