



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 073, s. 2021

RECRUITMENT AND SELECTION OF APPLICANTS FOR ACCOUNTANT III, ADMINISTRATIVE OFFICER IV (CASH), NURSE II, ADMINISTRATIVE AIDE VI (CLERK III), ADMINISTRATIVE AIDE IV (DRIVER II)

To: All Concerned

1. This is to announce to the field of the division-wide recruitment and selection of applicants for the positions listed hereunder, which are also open to all interested and qualified applicants regardless of age, sex, civil status, disability, religion, ethnicity and political affiliation.

Position	SG	Total Items	Annual Salary	Station
Accountant III	19	1	579 756.00	OSDS – Finance Section
Administrative Officer IV (Cash)	15	1	402 900.00	OSDS – Admin. Section, Cash Unit
Administrative Aide VI (Clerk III)	6	3	194 400.00	OSDS (2) and CID (1)
Administrative Aide IV (Driver II)	4	1	172 800.00	Office of the SDS
Nurse II	15	1	402 900.00	SGOD – Health & Nutrition Unit

2. The qualification standards and competency requirements of these positions are as follows:

Position / SG	Education	Experience	Training	Eligibility
Accountant III	Bachelor's Degree In Commerce/Business Administration Major in Accounting	2 years of relevant experience	8 hours of relevant training	RA 1080 (CPA)
Administrative Officer IV (Cash)	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service Professional 2 nd Level Eligibility
Administrative Aide VI (Clerk III)	Completion of 2 years studies in college	None Required	None Required	Career Service Sub Professional 1 st Level Eligibility
Administrative Aide IV (Driver II)	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 11, s. 1996 – CAT IV)
Nurse II	Bachelor's Degree in Nursing	None Required	None Required	RA 1080 (Nurse)

3. In view of this, all interested qualified applicants are advised to submit the following documents to Mr. Dino Alexandrinos Xenos M. Lopez, Administrative Officer IV (Records) to wit:

1. Application Letter addressed to the Schools Division Superintendent
2. Properly **filled** and **notarized** CSC Form 212 – revised 2017 (Personal Data Sheet) with attached latest **passport** sized photo
3. Performance Rating for the last three (3) rating periods (**Ratings must be numerical**)
4. Service Record / Certificate of Employment / Contract
5. Copy of Previous Appointment
6. Copy of CSC Certificate of Eligibility / PRC License (if applicable)
7. Transcript of Records
8. Certificates of Trainings Attended
9. Certificates of Recognition

4. The timeline for the recruitment and selection process are indicated below. Applicants are requested to be present during the evaluation and interview.

Activities	Venue	Schedule
Filing of application letter with complete supporting documents	SDO Records Office	Deadline: March 31, 2021
Pre-evaluation of the Applicant's qualification viz-a-viz Qualification Standards	SDO HRMO Office	April 5, 2021
Submission of QS Evaluation to the PSB for deliberation	Office of the ASDS	April 6, 2021
Interview	Office of the ASDS	April 9, 2021
Conduct of Background Investigation, PSB Deliberation and Finalization of evaluation results	Office of the ASDS	April 12, 2021
Submission to the Office of the SDS for approval of Comparative Assessment Results	Office of the SDS	April 13, 2021
Posting of results	SDO Bulletin Board and other conspicuous places	April 15, 2021

5. All applicants are advised to ensure that their documents are accurate, complete, and are submitted on time. **Late documents shall not be accepted.** No retrieval of folders will be allowed once stamped "Received" by the office.

7. Widest and immediate dissemination of this Memorandum is desired.


PORTIA M. MALLORCA, Ph.D., CESO V
Schools Division Superintendent