



Republic of the Philippines
 Department of Education
 Region VII, Central Visayas
DIVISION OF DUMAGUETE CITY
 Dumaguete City

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July 24, 2017

DIVISION MEMORANDUM
 No. 247, s. 2017

RANKING OF APPLICANTS / CANDIDATES FOR VACANT POSITION

TO: ASDS
 Chief, CID
 Chief, SGOD
 EPS, SEPS, EPS II
 Public Elementary and Secondary School Heads
 Administrative Officer V and Section Chiefs
 Teaching and Non-Teaching Personnel
 All Concerned

- This Office announces the acceptance of application for Medical Officer III, Senior Bookkeeper, Disbursing Officer II and Administrative Aide VI.
- The preferred qualification standards for the said positions are as follows:

Position Title	Educational Requirement	Experience Requirement	Training Requirement	Eligibility
Medical Officer III	Doctor of Medicine	2 years relevant experience	50 hours relevant training	R.A. 1080
Administrative Assistant III (Senior Bookkeeper)	Bachelor Degree-Accounting (Commerce/BA major in Accounting)	2 years relevant experience	8 hours relevant training, Computer Literate	Career Service (Sub-professional) First Level Eligibility
Administrative Assistant II (Disbursing Officer II)	Completion of at least 2 years in college, with 9 units in accounting	2 years relevant experience	8 hours relevant training	Career Service (Sub-professional) First Level Eligibility
Administrative Aide VI	Completion of at least 2 years relevant studies in college	None required (Computer Literate)	4 hours relevant training	Career Services (Sub-professional) First Level Eligibility

- Those who are interested and qualified are advised to submit the following pertinent papers not later than August 4, 2017 5:00PM:
 - Letter of intent (To be sent to dumaguete.city@deped.gov.ph)
 - Curriculum Vitae
 - Transcript of Records
 - Performance rating for the last three (3) rating periods.
 - Innovation / Research and Development Projects.
 - Publication
- The schedule for evaluation of documents and personal interview of applicants will be on August 8, 2017 9:00AM.
- Wide and immediate dissemination of this Memorandum is desired.

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EVANGEL M. LUMINARIAS, Ph.D., CESO V
 Schools Division Superintendent
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