



**DIVISION MEMORANDUM**

NO.: 09 s. 2018 }

**ANNOUNCEMENT OF VACANCY FOR NON-TEACHING POSITIONS**

TO : Division Chiefs  
Education Program Supervisors  
Cluster Heads  
Elementary and Secondary School Administrators  
All others concerned  
This Division

1. The City Schools Division of Tacurong, announces to the field the vacancy of the following Non-Teaching Positions:

<i>Positions</i>	<i>Salary Grade</i>	<i>No. of Items</i>
Administrative Aide VI (Cash & Supply)	SG 6	1

2. General functions of non-teaching staff based on DepEd Rationalization Plan 2013 are as follows:

**Administrative Aide VI (Cash & Supply)**

- Receives and records supplies, materials and equipment upon delivery, in order to document availability of the item for effective monitoring and supply management
  - Organize and maintain orderliness of the supplies and materials in the stockroom
  - Prepares supplies and materials for issuance by the Supply officer to requesting units
  - Consolidate records on received and issued supplies and materials and prepare report on monthly balances
  - Help the Supply officer in maintaining an updated inventory of properties
  - Receives cash and checks paid to schools division office, issues receipts for money received and classify receipts by accounts for reporting purpose
  - Maintains cash books and balances and reconciles cash accounts for daily reporting of cash on hand
  - Assists in the issuance of checks and acceptance of official receipts for payments made
3. Qualification Standards for the above-mentioned item based on Civil Service Commission Revised QS are as follows:

## Administrative Aide VI

- Education: Completion of two (2) years in college  
(Preferably Accounting or any business related course)  
Experience: None Required  
Training: None Required  
Eligibility: Career Service Sub-Professional (First Level Eligibility)

Aspirants to this position are requested to submit the following pertinent papers for screening/appointment or promotion.

- k. Application Letter;
- l. Personal Data Sheet (PDS);
- m. Official Transcript of Records w/ S.O.;
- n. Performance Rating for the Last Three Years (at least Very Satisfactory (VS));
- o. Certificates of Training/Awards/Recognition/Outstanding Accomplishments;
- p. Service Records; and
- q. Other documents to support credit points under innovations, research and development projects, publication/authorship, & consultancy.

*Pertinent papers should include table of contents and should be earmarked.*

- r. Deadline for the submission of pertinent documents will be on January 26, 2018. No pertinent papers shall be accepted thereafter. Date and venue of the interview will be announced later.
- s. Please be guided of the following DepEd Orders to be used in the evaluation and ranking of applicants:

Administrative Aide VI

DepEd Order 66, s. 2007 (Non Teaching Group Level I)

- t. Immediate and wide dissemination of this memorandum is hereby enjoined.

**LEONARDO M. BALALA, CESE**  
Assistant Schools Division Superintendent  
Officer In-Charge *e* *S*

Encl.: As Stated

References: CSC Qualification Standards (Revised 1997), DepEd Order No. 66, s. 2007

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

**POLICY PROGRAM QUALIFICATIONS, APPOINTMENT, EMPLOYMENT**

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