



# ADMINISTRATIVE ASSISTANT II ( BOOKKEEPER )

Item No.: OSEC-DECSB-ADAS2-1020036-2014

Salary Grade: 8

Status: Permanent

Monthly Salary: P 18,998.00

Office: Schools Division Office of Surigao City

For more information:

<http://csc.gov.ph/career>

Tel. No.: (086) 826-3075, (086) 826-8931  
(086) 826-1268

## Qualification Standards

<b>Education</b>	Completion of two years studies in College
<b>Training</b>	4 hours of relevant training
<b>Experience</b>	1 year of relevant experience
<b>Eligibility</b>	Career Service (Sub-Professional) First Level Eligibility



M. Ortiz Street, Surigao City



DepEd Surigao City  
Personnel Unit - DepEd Surigao  
City SDO



<https://depedsd.com/>  
<https://personneld.com/>

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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than October 25, 2022

1. Fully Accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records
5. Original copy of Certification, Authentication and Verification (CAV) from the Commission on Higher Education (CHED)

**QUALIFIED APPLICANTS** are advised to hand in or send through courier their application to:

**KAREN L. GALANIDA, PhD, CESO V**

Schools Division Superintendent

M. Ortiz Street, Barangay Washington, Surigao City,  
Surigao del Norte

**APPLICATIONS WITH INCOMPLETE DOCUMENTS  
SHALL NOT BE ENTERTAINED**



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<https://depedsc.com/>  
<https://personnelse.com/>