



Republika ng Pilipinas
Kagawaran ng Edukasyon
Rehlyon V – Bicol
TANGGAPANG PANSANGAY NG CATANDUANES

October 15, 2024

DIVISION MEMORANDUM

No. 526 s. 2024

**ADDENDUM AND CORRIGENDUM TO DIVISION MEMORANDUM NO. 521, S. 2024
TITLED ACCEPTANCE OF APPLICATION AND ASSESSMENT
FOR NON-TEACHING POSITIONS**

TO: Assistant Schools Division Superintendent
CID & SGOD Chief and Personnel
OSDS Unit Heads and Personnel
Elementary & Secondary School Heads
All Others Concerned

1. In connection with Division Memorandum No. 521, s. 2024 re: Acceptance of Application and Assessment for Non-Teaching Positions, this Office hereby issues the corrected Qualification Standards per CSC MC No. 10 s. 2005 for the vacancies shown as Enclosure No. 2.
2. For Administrative Assistant II (Bookkeeper) the documents to be submitted should be in WHITE folder.
3. For immediate dissemination and guidance.

By Authority of the OIC – Schools Division Superintendent:

Norlito
ATTY. NORLITO JR. P. AGUNDAY
Attorney III
Officer-In-Charge



San Roque, Virac, Catanduanes
052-8116053
catanduanes@deped.gov.ph
www.depedvecatanduanes.com / www.catanduanes.deped.gov.ph



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Enclosure No. 2 to Division Memorandum No. 521 s. 2024

Administrative Assistant II (Bookkeeper) – Salary Grade 8

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Assistant II	8	1	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional) First Level Eligibility

Administrative Assistant II (Property Custodian) – Salary Grade 8

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Assistant II	8	1	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional) First Level Eligibility

Reference: CSC MC 10, s. 2005



San Roque, Virac, Catanduanes
052-8114063
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www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph