



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

Office of the Schools Division
Superintendent

March 27, 2023

DIVISION MEMORANDUM
No. 082 s. 2023

**EXTENSION IN THE SUBMISSION OF APPLICATION DOCUMENTS FOR
ACCOUNTANT III FOR SDO CEBU PROVINCE**

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors /District Caretakers
Elementary and Secondary School Heads
All Other Concerned

1. Due to shortage of qualified applicants for the position of Accountant III, the Office announces the extension in the submission of application for said position.
2. Applicants shall be assessed/evaluated adhering to the hiring guidelines as stipulated in the following DepEd Order:

Deped Order No.19, s.2022 – “The Department of Education Merit Selection Plan”

Deped Order No.7, s.2023 – “Guidelines on Recruitment, Selection, and Appointment in the Department of Education”

3. Please be guided of the minimum qualification standards for the vacant Accountant III position:

EDUCATION	ELIGIBILITY	EXPERIENCE	TRAINNG
Bachelor’s degree in Commerce/Business Administration major in Accounting	RA 1080 (CPA)	Two (2) years of relevant experience	Eight (8) hours relevant training

4. Applicants who do not meet the minimum qualification standards set for the vacant positions are automatically disqualified to advance in the screening process.
5. Applicants for promotion must have at least one (1) complete RPMS cycle of the present position before he/she can apply for the next higher position and not jump beyond the three-salary grade limit from his/her current position based on the 2017 ORAOHRA as amended.



6. Applicants shall prepare only one (1) folder containing pertinent documents which are certified true copies of the original documents. Applicants are required to bring the original documents upon submission of the application.
7. Additional documents submitted after the deadline shall not be accepted unless the Human Resource Merit and Promotion Selection Board (HRMPSB) requires additional documents which are not herein listed to substantiate the claims of applicants.
8. The pertinent documents are to be arranged and fastened in a white folder with proper tabbing and a table of contents based on the list, as attached.
9. Applicants for the various positions shall accomplish the Data Privacy Consent Form relative to the posting of the ranking results for the position applied. Refer to the attached form.
10. Enclosed is the schedule of activities for the ranking of vacant positions.
11. Applicants and the HRMPSB Committee shall strictly comply at all times with all precautionary measures including but not limited to social distancing, etc.
12. Meals, Accommodation, and Other Expenses incurred during the conduct of the activity shall be chargeable to DIVISION/SCHOOL MOOE subject to the usual accounting and auditing rules and regulations.
13. This Memorandum shall serve as **AUTHORITY TO TRAVEL**.
14. For immediate, widest dissemination and guidance of all concerned.


MARILYN S. ANDALES Edd, CESO V
Schools Division Superintendent
