



Republic of the Philippines  
Department of Education  
Region 4-A CALABARZON  
Province of Quezon  
**CITY SCHOOLS DIVISION**  
City of Tayabas



**NUMBERED MEMORANDUM**

NO. 308 s. 2018

**TO: OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CHIEF-SCHOOL GOVERNANCE AND OPERATIONS DIVISION  
CHIEF-CURRICULUM IMPLEMENTATION DIVISION  
ALL DIVISION PERSONNEL  
ALL OTHERS CONCERNED**

**FROM: CATHERINE P. TALAVERA, CESO VI**  
Schools Division Superintendent

**DATE: September 17, 2018**

**SUBJECT: SUBMISSION OF PERTINENT DOCUMENTS OF APPLICANTS FOR  
ADMINISTRATIVE OFFICER IV (CASHIER III) SDO TAYABAS CITY**

In connection with the upcoming vacancy of Administrative Officer IV (Cashier III) in this division effective November 1, 2018, all interested and qualified applicants are requested to submit their pertinent documents at the HR section on or before September 22, 2018. All applicants should submit the following documents with proper ear tags, to wit:

1. Application Letter
  2. CSC Form 212 (revised 2017) in copies with the latest 2 x 2 ID pictures
  3. Certified copies of Transcript of Records
  4. Copies of Certificate of Employment and Performance Rating for those applicants with experience.
  5. Certificate of Specialized Training
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1. AO IV (Cashier III) – SG 15 1 vacant item  
Qualification Standards:

Education	Bachelor Degree relevant to the job
Experience	1 year relevant experience
Eligibility	CSC Professional (2 <sup>nd</sup> Level)
Training	8 hrs. relevant training







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Applicants are expected to:

1. Have full knowledge on the following KRAs attached to the position, to wit;
  - Cash Collection
  - Cash Disbursement Payment and Remittance
  - Liquidation and Reports
2. Not have any record of practice or practices which may violates the Republic Act No. 6713 also known as "The Code of Conduct and Ethical Standards for Public Officials and Employees and its Implementing Rules and Regulations.
3. Have good moral character

