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# Davao Chong Hua High School

(formerly Davao Central High School)

Sta. Ana Ave. corner J.P. Laurel Ave. Davao City

Tel. Nos.: 227-4254; 227-2051; 222-0702; Fax No.: 2212031

## JOB VACANCY

The Davao Chong Hua High School is in need of the following:

<u>POSITION</u>	<u># OF PERSONNEL</u>	<u>MONTHLY RATE</u>
<b>FINANCE CLERK</b>	<b>One (1)</b>	<b>P13,000.00</b>

### **General Function:**

Responsible for the processing of payments on financial transactions, maintains subsidiary ledgers on special accounts, maintains records on mandatory contributions and renders clerical assistance in the finance office.

### **Qualifications:**

- Male/Female
- A graduate of at least 2 years in college in area of business and accounting
- Must have at least one (1) year experience in handling and processing financial transactions
- Proficient in both oral and written communication
- Has knowledge in computer

### **Requirements:**

- Application letter addressed to:
  - Dr. Rosita V. Fundador  
School Director  
Davao Chong Hua High School  
Sta. Ana Avenue cor. J.P. Laurel Street,  
Davao City
- Resume/Curriculum Vitae
- Transcript of Records & Diploma
- Certificates of seminars/trainings attended

You may send the requirements to [hrd@dchhs.edu.ph](mailto:hrd@dchhs.edu.ph) or to [mariogigayon1104@gmail.com](mailto:mariogigayon1104@gmail.com)

Deadline of submission will be on **February 15, 2024.**

  
DR. ROSITA V. FUNDADOR  
School Director



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## JOB VACANCY

The Davao Chong Hua High School is in need of the following personnel:

<u>POSITION</u>	<u># OF PERSONNEL</u>	<u>MONTHLY RATE</u>
<b>Guidance Counselor</b>	<b>One (1)</b>	<b>P18,000.00</b>

### **General Function:**

Responsible for the organization and implementation of the Guidance Program of the school. She/he is directly responsible to the English and Chinese Principals.

### **Qualifications:**

- Male/female
- BSE major in **Guidance and Counselling/Psychology**
- Preferably a **licensed guidance counselor**
- Preferably with experience as guidance counselor in the secondary level
- Proficient in both oral and written communication
- Has knowledge in computer

### **Requirements:**

- Application letter addressed to:
  - Dr. Rosita V. Fundador  
School Director  
Davao Chong Hua High School  
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Davao City
- Resume/Curriculum Vitae
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Deadline of submission will be immediately.

  
DR. ROSITA V. FUNDADOR  
School Director