



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY



Zone 3, Poblacion, El Salvador City
Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

DIVISION MEMORANDUM

No. 303, s. 2019

To: **PUBLIC ELEMENTARY SCHOOL HEADS
PUBLIC SECONDARY SCHOOL HEADS
DIVISION OFFICE PERSONNEL**

From: **OLGA C. ALONSABE**
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Subject: Ranking for Administrative Assistant I (Secretary I) Position for Budget Section

Date: November 29, 2019

1. This Office announces the ranking of qualified applicants for Ranking for Administrative Assistant I (Secretary I) Position for Budget Section. Details of the position is attached herewith, as reference.
2. The ranking shall abide with the guidelines stipulated in DepED Order No. 66, s. 2007, otherwise known as "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions."
3. The following qualification standards shall be considered:

Prescribed Qualifications

Education: Completion of 2 years college studies or high school graduate with relevant vocational/trade course

Training: None Required

Experience: None Required

Eligibility: CS Sub-Prof; 1st level eligibility

Required Competencies

Core Behavioral Competencies: Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;

Core Skills: Oral Communication, Written Communication and Computer/ICT Skills

Copies Furnished:
Person Concerned
Records Section- Memo

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4. All interested applicants are advised to send soft copy the documents, as enumerated below to depedelsalvador.hrmo18@gmail.com on or before **December 20, 2019**. All scanned documents shall be saved in one (1) PDF file (following the same order as enumerated below). Filename of which shall be BDGT-ADAS1_NAME (e.g. BDGT-ADAS1_Juana D. Cruz).
 - a. Application Letter;
 - b. Accomplished CS Form 212 (Personal Data Sheet, Revised 2017) with picture, affixed signature and thumb mark;
 - c. Certificate of Registration/ License or any proof of eligibility;
 - d. Performance Rating for the last three (3) rating periods;
 - e. Updated copy of Service Record;
 - f. Transcript of Records;
 - g. All available and eligible pertinent documents as stipulated in DepED Order No. 66, s. 2007; and
 - h. Omnibus certification of authenticity and veracity of all documents submitted.
5. Applicants who are included in the Selection Line-Up, as reflected in the Division Website: www.depedelsalvadorcity.net (*Just click: Career Opportunities → Selection Line-Up*), shall bring the original copies of the documents they have submitted for the deliberation and interview at the LRMSD Room (LR), tentatively scheduled on **January 07, 2020**.
6. The Personnel Selection Board (PSB) is composed of the following:

Chairman: **Aliena S. Dajay, Ph.D., CESE**
OIC-Assistant Schools Division Superintendent

Members: **Rolly B. Labis, Ph.D.**
SGOD, Chief Education Program Supervisor

Stephanie P. Saligumba
Budget Officer III

Jeffrey M. Martinez
Administrative Officer V

Anna Mae M. Atillo
Human Resource Management Officer II

Helen E. Maasin
Education Program Supervisor, NEU-Division Chapter Representative

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Secretariat: **Randy Rhys U. Capistrano**
Administrative Assistant III


7. Immediate dissemination of the Memorandum to all concerned is enjoined.

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 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Position Title	Administrative Assistant I	Salary Grade	7
Parenthetical Title	Accounting Machine Operator	Governance Level	SDO
Office/Bureau/Service	Office of the Schools Division Superintendent	Unit/Division	Budget Unit - Finance Division
Reports to	Budget Officer III	Effectivity Date	
Positions Supervised			
JOB SUMMARY			
To provide general and routine clerical support to the budgeting officer in the preparation of budgetary requirements needed for submission to the DBM and reports in compliance to other attached agencies.			
To provide administrative support to the Finance Services functions.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	At least 2 years college level		
Experience	none		
Eligibility	Career Service Professional (First Level Eligibility)		
Trainings	none		
B. Preferred Qualifications			
Additional Requirements	<i>Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet</i>		

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<p>Budget Preparation, Execution and Accountability Data and Documents</p>	<ol style="list-style-type: none"> 1. Identifies and gathers data needed in the preparation of budget proposals, budget execution documents and budget accountability reports 2. Reviews supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations 3. Provides clerical support in the preparation of budget proposals 4. Prepares obligation request for claims 5. Prepares reports on the budget matters

Republic of the Philippines
Department of Education
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Department of Education in the CSC website:

Ms. Anna Mae M. Atillo
HRMO

Date: November 29, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Administrative Assistant I (Secretary I)	OSEC-DECSB-ADAS1-660028-2014	7	15738	Completion of 2 years college studies or high school graduate with relevant vocational/ trade course	none required	none required	CS Sub-Prof; 1st Level Eligibility	Core Behavioral Competencies; Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation, Innovation Core Skills; Oral Communication Written Communication Computer/ICT Skills	DEPED-EI Salvador City
2	Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-660031-2014	6	14847	Completion of 2 years college studies or high school graduate with relevant vocational/ trade course	4 hours of related trainings	1 year relative experience	CS Sub-Prof; 1st Level Eligibility	Core Behavioral Competencies; Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation, Innovation Core Skills; Oral Communication Written Communication Computer/ICT Skills	DEPED-EI Salvador City
3	Administrative Officer II (HRMO I)	OSEC-DECSB-ADOF2-660014-2019	11	20754	Bachelor's degree relevant to the job	none required	none required	CS Professional ; 2nd level eligibility	Core Behavioral Competencies; Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation, Innovation Core Skills; Oral Communication Written Communication Computer/ICT Skills	DEPED-EI Salvador City
4	TEACHER I (ELEM)	OSEC-DECSB-TCH1-660785-2014	11	20754	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education	none required	none required	RA 1080 (Teacher)	Core Behavioral Competencies; Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation, Innovation Core Skills; Oral Communication Written Communication Computer/ICT Skills	DEPED-EI Salvador City

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 December 20, 2019.

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;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

Ms. Anna Mae M. Atillo
Human Resource Management Officer II
Poblacion, El Salvador City, Misamis Oriental
depedelsalvador.hrmo18@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.