



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

05 Jul 2022

DIVISION MEMORANDUM
No. 283, s. 2022

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
ADMINISTRATIVE ASSISTANT II POSITIONS**

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This Office announces the extension for submission of Applications for Administrative Assistant II positions until **July 29, 2022, 5:00 PM**. Copy of the duties and responsibilities of the position is enclosed herewith to serve 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
 - a. *Education*: Completion of 2 years studies in college
 - b. *Training*: 4 hours of relevant training
 - c. *Experience*: 1 year of relevant experience
 - d. *Eligibility*: Career Service (Subprofessional) first level eligibility**Required Competencies**
 - a. *Core Behavioral Competencies*: Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;
 - b. *Core Skills*: Oral Communication, Written Communication and Computer/ICT Skills



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 557-5375
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



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4. All interested applicants shall scan the required documents which shall then be saved in one (1) PDF file (*following the same order as enumerated below*). Filename of which shall be 2022-ADAS2_Full Name (e.g. 2022-ADAS2_Juana D. Cruz). **The PDF file must be sent to recruitment.elsalvadorcity@deped.gov.ph and the hard copy of the documents must be submitted to the Division Office (Attn: Personnel Unit) on or before the deadline.**
- Application Letter addressed to the Schools Division Superintendent;
 - Accomplished CS Form 212 (Personal Data Sheet, Revised 2017) with picture;
 - Certificate of Registration/ License or any proof of eligibility; Copy should be duly certified by the issuing office (e.g. CS Eligibility certified by CSC);
 - Performance Rating for the last three (3) rating periods;
 - Updated copy of Service Record;
 - Transcript of Records (Copy should be duly certified by the issuing school/ university)
 - All available and eligible pertinent documents as stipulated in DepEd Order No. 66, s. 2007 (proof of Outstanding Employee Award, Innovations, Research & Development Projects, Publication/Authorship and for having been a Resource Speaker); and
 - Omnibus certification of authenticity and veracity of all documents submitted.
5. Only 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), will further undergo the selection process.
6. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Main	Alternate
Chairperson	Dionesio L. Liwagon, Jr.	Ninian A. Alcasid
Members	Rolly B. Labis	Karen Rose A. Serrania
	Jeffrey M. Martinez	Alan T. Saculingan
	Maricel B. Jangao	Stephanie P. Saligumba
	Anna Mae M. Atillo	Rosa Maria M. Rebusto
	Sheila Mae B. Acero	Nishi M. Abratiguin
Secretariat	Randy Rhys U. Capistrano	Felanie Marie A. Lim



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7. This is the target schedule for this ranking:

Schedule	Activity/Output	In-Charge
July 15 2022 (2:00 PM)	Orientation of Applicants	Applicants and HRMPSB
Until July 29, 2022	Submission of Application Documents	Applicants and HRMPSB Secretariat
August 04, 2022	Initial Evaluation	HRMPSB w/ secretariat
	Background Investigation	HRMPSB Secretariat
August 08, 2022	Posting of Selection Line-Up	HRMO & HRMPSB Secretariat
August 24, 2022	Interview and Final Deliberation	HRMPSB & Applicants
August 31, 2022	Submission of Comparative Assessment Report w/ attachments	HRMPSB

8. This Office shall observe the Equal Employment Opportunity Principle (EEO) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

9. Immediate dissemination of this Memorandum to all concerned is enjoined.

OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:

HIRING RECRUITMENT SELECTION



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Enclosure No. 1 to Division Memorandum No. 283, s. 2022

DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE ASSISTANT II

JOB SUMMARY	
To support accounting operations by filing documents; reconciling statements; running software programs.	

KRA	DUTIES AND RESPONSIBILITIES
Accounting Records	<ol style="list-style-type: none">1. Receives accounting documents and maintains a record by photocopying and filing documents upon receipt, for future reference.2. Maintains accounting databases by entering data into the computer and processing backups.3. Reconciles bank statements by comparing statements with general ledger.
Accounting Reports	<ol style="list-style-type: none">1. Verifies financial reports by running performance analysis software program.2. Determines value of depreciable assets by running depreciation software program.



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