



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

05 Jul 2022

DIVISION MEMORANDUM
No. 284, s. 2022

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
ADMINISTRATIVE ASSISTANT III POSITION**

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 III position 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-ADAS3_Full Name (e.g. 2022-ADAS3_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 (3:30 PM)	Orientation of Applicants	Applicants and HRMPSB
Until July 29, 2022	Submission of Application Documents	Applicants and HRMPSB Secretariat
August 05, 2022	Initial Evaluation	HRMPSB w/ secretariat
	Background Investigation	HRMPSB Secretariat
August 08, 2022	Posting of Selection Line- Up	HRMO & HRMPSB Secretariat
August 25, 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. 284, s. 2022

DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE ASSISTANT III

JOB SUMMARY	
To maintain and safeguard the books, records and supporting schedules of the Division Office by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.	

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Financial Records and Reports	<ol style="list-style-type: none">1. Ascertains that transaction have been properly recorded in books2. Verify financial statements made by subordinate, verify the journal voucher3. Prepares adjusting entries and journal vouchers4. Prepares trial balances, monthly statements of income and expenditure and other financial statements;
Account Tracking	<ol style="list-style-type: none">1. Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports2. Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records
Financial Transactions Recording Procedures	<ol style="list-style-type: none">1. Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers.2. Provides inputs for improvement of accounting section3. Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.



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