



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

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26 Sep 2022

DIVISION MEMORANDUM  
No. 418, s. 2022

**ANNOUNCEMENT OF CAREER OPPORTUNITY:  
ADMINISTRATIVE ASSISTANT III POSITION FOR ACCOUNTING UNIT**

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

1. This Office announces the call for submission of Applications for Administrative Assistant III (Senior Bookkeeper) position until **October 14, 2022, 5:00 PM**. The main job of the position is 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. Attached is a copy of the detailed duties and responsibilities of the position.
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, preferably a graduate of BS Accountancy
  - b. *Training:* 4 hours of relevant training
  - c. *Experience:* 1 year of relevant experience
  - d. *Eligibility:* Career Service (Subprofessional) first level eligibility



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



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**Required Competencies**

- a. *Technical Competencies*: Knowledge of accounting rules and regulations, proficiency of accounting software and excel/google sheets, ability to analyze data and prepare financial reports
  - b. *Core Behavioral Competencies*: Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;
  - c. *Core Skills*: Oral Communication, Written Communication and Computer/ICT Skills
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](mailto: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.**
- a. Letter of intent addressed to the Schools Division Superintendent
  - b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet
  - c. Photocopy of Certificate of Eligibility/Report of Rating
  - d. Photocopy of valid and updated PRC License/ID, if applicable
  - e. Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable
  - f. Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is/are applicable
  - g. Photocopy of Certificates of Training, if applicable
  - h. Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment, if applicable
  - i. Checklist of Requirements (enclosed herewith) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom
  - j. Photocopy of Latest Appointment, if applicable
  - k. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item 'h' is not relevant to the position to be filled
  - l. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development



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reckoned from the date of last issuance of appointment. Details for these will be discussed during the orientation of applicants.

- Only applicants who are included in the Selection Line-Up, as reflected in the Division Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) (Just click: Career Opportunities → Selection Line-Up), will further undergo the selection process.
- 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      | Stephanie P. Saligumba |
|             | Anna Mae M. Atillo       | Rosa Maria M. Rebusto  |
|             | Sheila Mae B. Acero      | Nishi M. Abratiguin    |
|             | Maricel B. Jangao        | Stephanie P. Saligumba |
| Secretariat | Randy Rhys U. Capistrano | Felanie Marie A. Lim   |

- This is the target schedule for this ranking:

| Schedule                | Activity/Output  | In-Charge                         |
|-------------------------|--|-----------------------------------|
| October 4, 2022, 1:30PM | Orientation of Applicants                                  | Applicants and HRMPSB             |
| Until October 14, 2022  | Submission of Application Documents                        | Applicants and HRMPSB Secretariat |
| October 21, 2022        | Initial Evaluation   | HRMO                              |
| November 04, 2022       | Background Investigation                                   | HRMPSB Secretariat                |
| October 21, 2022        | Posting of Selection Line-Up                               | HRMO & HRMPSB Secretariat         |
| November 14-15, 2022    | Interview and Final Deliberation                           | HRMPSB & Applicants               |
| November 17, 2022       | Submission of Comparative Assessment Report w/ attachments | HRMPSB & Personnel Unit           |

- 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.



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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. 418, s. 2022

**DUTIES AND RESPONSIBILITIES OF  
ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)**

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



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Enclosure No. 2 to Division Memorandum No. 418, s. 2022

Annex C

**CHECKLIST OF REQUIREMENTS**

Name of Applicant: \_\_\_\_\_  
Position Applied For: \_\_\_\_\_  
Course: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Religion: \_\_\_\_\_  
Ethnicity: \_\_\_\_\_  
Person with Disability: Yes (  ) No (  )  
Solo Parent: Yes (  ) No (  )

| Basic Documentary Requirement  | Status of Submission<br>(To be filled out by the applicant. Check if submitted) | Verification<br>(To be filled out by the HRMO) |         |
|--|---|--|---------|
|  |   | Status of Submission<br>(Check if completed)   | Remarks |
| (a) Letter of Intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office  |   |  |         |
| (b) Fully accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017)   |   |  |         |
| (c.1) Photocopy of Certificate of Eligibility/Report of Rating   |   |  |         |
| (c.2) Photocopy of valid and updated PRC License/ID, if applicable   |   |  |         |
| (d) Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable   |   |  |         |
| (e) Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is/are applicable   |   |  |         |
| (f) Photocopy of Certificates of Training, if applicable   |   |  |         |
| (g) Photocopy of the Performance Ratings covering one (1) year performance in the last rating period/s prior to the assessment, if applicable  |   |  |         |
| (h) Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act (Annex C)  |   |  |         |
| (i) Checklist of Requirements (Annex C)  |   |  |         |
| Other documents as may be required:  |   |  |         |
| (j.1) Photocopy of Latest Appointment, if applicable   |   |  |         |
| (j.2) Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in item No. 9 is not relevant to the position to be filled                                   |   |  |         |
| (j.3) Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment |   |  |         |
| (j.4) Others (please specify):<br>_____<br>_____   |   |  |         |

**OMNIBUS CERTIFICATION AND WAIVER**

This is to certify that all information above are true and correct, and that the documents submitted are authentic. This is also to authorize the Department of Education - Insert name of Office/Region/Schools Division to use my personal information for purposes of recruitment, selection, and hiring.

\_\_\_\_\_  
Name and Signature of Applicant

Attested:  
\_\_\_\_\_  
Name and Signature of HRMO



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