



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

24 Oct 2022

DIVISION MEMORANDUM

No. 485, s. 2022

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
ADMINISTRATIVE ASSISTANT III POSITION (BUDGET 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 calls for the submission of Applications for Administrative Assistant III position until **November 18, 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. *Technical Competencies*: Data gathering, analysis and reporting
- 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



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-BUDGET_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.**
- 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. 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
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:



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

7. This is the target schedule for this ranking:

| Schedule | Activity/Output | In-Charge |
|------------------------------------|--|--|
| October 28, 2022, 1:30 PM | Orientation of Applicants <i>via MS Teams or FB Live</i> | Applicants, Personnel Unit and HRMPSB |
| November 18, 2022, 5:00PM | Submission of Application Documents | Applicants and HRMPSB Secretariat |
| November 23, 2022 | Initial Evaluation | HRMO |
| November 25, 2022 | Posting of Selection Line-Up | HRMO & HRMPSB Secretariat |
| November 28 to December 2, 2022 | Background Investigation | HRMPSB Secretariat |
| December 15, 2022 | Interview and Final Deliberation | HRMPSB & Applicants |
| December 15, 2022 | Submission of Comparative Assessment Report w/ attachments | HRMPSB |

8. This Office shall observe the Equal Employment Opportunity Principle (EEOP) 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. 485, s. 2022

DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE ASSISTANT III (BUDGET)

| KEY RESULT AREA/S | DUTIES AND RESPONSIBILITIES |
|--------------------|--|
| Budgeting Services | <p>Budgeting System</p> <ul style="list-style-type: none">• Assist in the conduct of orientations and workshops on the budgeting system• Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement. <p>Budget Preparation</p> <ul style="list-style-type: none">• Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets• Provide clerical support in the preparation of budget proposals• Act as Liaison Officer to DBM, NEDA and other oversight bodies• Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications)• Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations <p>Budget Execution</p> <ul style="list-style-type: none">• Assist in gathering of data needed in the preparation of cost efficiency computations• Prepare data needed to approve obligation requests• Gather data needed to evaluate and prepare status report on budget utilization• Prepares documents to approve fund transfer to other operating units <p>Budget Accountability and Reports</p> <ul style="list-style-type: none">• Gather data needed in the preparation of budget accountability reports |



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