



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

06 Mar 2023

DIVISION MEMORANDUM
No. **133**, s. 2023

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)**

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 II position in the Schools Division Office, until **March 31, 2023, 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 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) 855-0113
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 2023-ADAS2_Full Name (e.g. 2023-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.**
- a. Letter of intent/Application letter addressed to the OIC-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 OR Photocopy of valid and updated PRC License/ID;
 - d. Performance Rating for the last three (3) rating periods;
 - e. Duly signed Service Record;
 - f. Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable;
 - g. All available and eligible pertinent documents as stipulated in DepEd Order No. 66, s. 2007 (proof of Outstanding Employee Award, Innovations, Research and Development Projects, Publication/Authorship and for having been a Resource Speaker); and
 - h. Checklist of Requirements (enclosed herewith) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom
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. This office shall issue another memorandum relative to the composition of the Human Resource Merit Promotion and Selection Board (HRMPSB) and the target schedule for this ranking.





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7. 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.
8. Immediate dissemination of this Memorandum to all concerned is enjoined.


VICTOR G. DE GRACIA, JR., PhD, CESO V
Assistant Regional Director
and concurrent Officer-In-Charge
Office of the Schools Division Superintendent

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

HIRING RECRUITMENT SELECTION



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Enclosure No. _____ to Division Memorandum No. ____ s. 2023

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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Annex C

CHECKLIST OF REQUIREMENTS

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

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO)</i>	
		Status of Submission <i>(Check if complied)</i>	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) Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet			
(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):			

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 - Division of El Salvador City to use my personal information for purposes of recruitment, selection, and hiring.

Name and Signature of Applicant

Attested by:

JEFFREY M. MARTINEZ
Administrative Officer V

