



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

12 May 2023

DIVISION MEMORANDUM
No. 220, s. 2023

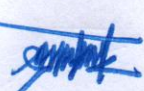
**UPDATED NOTICE ON POSTED SELECTION LINE-UP:
ADMINISTRATIVE ASSISTANT III (SECRETARY II)**

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

1. This is to inform the field that the Selection Line-up for the following position/s is already available and viewable at our Division Website: www.depedelsalvadorcity.net → Career Opportunities → Selection Line-Up.

Position	Item Number
Administrative Assistant III	OSEC-DECSB-ADAS3-660184-2018

2. This updated Selection Line-Up abides to the guidelines stipulated in DepEd Order No. 07, s. 2023.
3. Applicants enlisted are invited for further evaluation. For inquiries/clarification on the results, feel free to contact our Personnel Unit via email: recruitment.elsalvadorcity@deped.gov.ph.
4. HRMPSB shall conduct the necessary evaluation/screening of applicants and deliberation then submit results to the Office of the Schools Division Superintendent **on or before May 30, 2023**.
5. All are reminded that this Office adheres to the Equal Employment Opportunity Principle (EEOP). 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.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:
HIRING RECRUITMENT SELECTION



INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant III (Secretary II)**Salary Grade and Monthly Salary: **SG 09, P 21,211**

Qualification Standards:

Education	Completion of two years studies in college
Training	4 hours of relevant training
Experience	1 year of relevant experience
Eligibility	Career Service (Subprofessional) First Level Eligibility

No.	Application Code	Education	Training		Experience		Eligibility	Remarks (Qualified or Disqualified)
			Title	Hours	Details	Years		
1	2023-ADAS3-0001	Bachelor of Science in Agriculture Major in Agronomy	1. Webinar Orientation on Gender-Based Sexual Harassment (GBSH) in Public or in Cyberspaces & RA 11313 or Safe Space Act 2. Magna Carta of Women and Trafficking of Person	8 8	1. Claims Processor	6Y 5M	RA 1080 (Teacher)	Qualified
2	2023-ADAS3-0002	Bachelor of Science in Biology Completed Academic Requirements towards Master of Arts in Education	1. Seminar-Workshop on the Preparation of FY 2023 Budget 2. u-Engage (Int'l) 3. Non-teaching Recruitment, Selection and Placement Focals of Deped Division of Iligan (ORAOHRA) 4. Action Research in Basic Education and RPMSS-PPST in the time of Covid-19 5. Virtual Orientation on Research, Innovation & publication for Administrative Staff 6. Values Orientation Workshop and Basic Customer Skills of Administrative Support Staffs of Schools	24 8 24 24 16 24	2. Administrative Assistant II	5Y	RA 1080 (Teacher)	Qualified
3	2023-ADAS3-0003	Bachelor of Science in Commerce Major in Management Completed Academic Requirements towards Master of Arts in Education	1. Basic Accounting Seminar 2. SEAMEO Thursday Teacher Training Interactive Webinar (Int'l) 3. CRICED Constructivism in Education: Perspectives from International Baccalaureate 4. 2023 PCSS for Basic Education Training for CEAP Region 10 Schools	8 2 7.5 24	1. School Bookkeeper/ HRMO 2. Assistant Vice President - Legal Affairs	2Y 7M 13Y	RA 1080 (Teacher)	Qualified
4	2023-ADAS3-0004	Bachelor of Science in Accountancy	1. Fundamentals of Budgeting and Variance Analysis 2. Branch Standard Operating Procedure with Corresponding Audit Procedure 3. Administrative Assistant Training - Prima Excellence	5 16 80	1. Treasury Supervisor 2. Internal Auditor	1Y 1M 3Y 11M	CS Professional	Qualified
5	2023-ADAS3-0005	Bachelor of Science in Information Technology	1. Microsoft Digital Literacy: Work with Computers; Participate safely and responsibly online; Create digital Content; Communicate Online 2. Planning for Monitoring and Evaluation 3. digitaljobsPH Technical Training - General Virtual Assistance Course	8 8 480	1. Customer Service Representative 2. Sales Representative 3. Promotions Coordinator	5M 3M 3Y 5M	CS Professional	Qualified
6	2023-ADAS3-0006	Bachelor of Science in Information Technology plus 18 units of Professional Education	1. Orientation on the Standards and Quality of Means of Verification (MV) of FY 2022 Targets and SPMS Indicators 2. Environmental and Natural Resources Academy (ENRA) Frontline Course CY 2022 Batch 3 3. Pakiglambigit Alang sa Hisgotanan sa Hisgotanan sa Kinaiyahan (Engagement for Environmental Issues)	8 72 8	Administrative Aide VI	1Y 1M	RA 1080 (Teacher)	Qualified
7	2023-ADAS3-0007	Bachelor of Science in Business Management	1. Stakeholders Convergence 2. GEM's Awards 3. GEMS Connect: Flourishing Connections and Routines in this New Normal: Ways of Support Well-Being in the Workplace 4. U-Engage 3.0 Training 5. Microsoft for Digital Workplace 6. Managing and Organizing Social Events/Activities under the New Normal 7. FMOM Training on Procurement Processes and School Based Financial Management for non-IU cum Finance Coordination Meeting	8 8 8 8 2 2 16	1. Administrative Assistant II 2. Laborer (Casual)	5Y 3M 4Y 10M	CS Sub- Professional	Qualified
8	2023-ADAS3-0008	Bachelor of Agricultural Engineering / Bachelor of Elementary Education Completed Academic Requirements Towards Master of Arts in Elementary Education	1. Data Privacy Protection 2. Python Programming Essential Course 3. 2022 Global Peace Education Webinar Series: Reimagining Education for Peace and Development 4. Webinar Series on Republic Act 9184 and its revised 2016 Implementing Rules and Regulations	40 40 8 40	1. Administrative Aide VI 2. ECCD Teacher (JO)	4Y 8M 20M	RA 1080 (Teacher)	Qualified

Prepared and certified correct by:

FELANIE MARIE A. LIM
Human Resource Management Officer II Designate
Date: