

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

01 Aug 2024

DIVISION MEMORANDUM
 No. 310, s. 2024

**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

- This Office announces the call for the submission of Applications for Administrative Assistant II position until, **August 23, 2024, 5:00 PM**. Copy of the duties and responsibilities of the position is enclosed herewith to serve as reference.

| Position | Salary Grade | Item No. | Station Assignment |
|-----------------------------------------------------|--------------------|------------------------------|--------------------|
| Administrative Assistant II (Disbursing Officer II) | SG 8 Php 20,534 | OSEC-DECSB-ADAS2-660144-2016 | Schools |

- The ranking shall abide with the guidelines stipulated in **DepED Order No. 7, s. 2023**, otherwise known as “*Guidelines on Recruitment, Selection, and Appointment in the Department of Education.*” for non-teaching positions (Enclosure 5).
- The assessment for this position shall be based on the following criteria:
 - Education** units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
 - Training** hours relevant to the position to be filled, acquired after the last promotion but within the last five (5) years;
 - Experience** relevant to the position to be filled;
 - Performance** based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;



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 Telephone No: (088) 882 6326
 Website: www.depedelsalvadorcity.net
 Email Address: elsalvador.city@deped.gov.ph

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- **Outstanding Accomplishments** acquired after the last promotion;
- **Application of Education** acquired after the last promotion;
- **Application of Learning and Development (L&D)** acquired after the last promotion; and
- **Potential** measured using other evaluative assessments

4. The following qualification standards shall be considered:

| Position | CSC Prescribed Qualification | | | |
|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|------------------------------------------------------------|
| | Education | Training | Experience | Eligibility |
| Administrative Assistant II (Disbursing Officer II) | Completion of 2 years college studies | 4 hours of relevant training | 1-year relevant experience | Career Service (Sub-Professional)/ First Level Eligibility |
| | DepED Preferred Qualifications | | | |
| | Bachelor's degree in Business Administration, Major in Accounting; OR Completion of at least 2 years studies in Bachelor's Degree in Accountancy or Commerce; OR Completion of 2 years studies in college with at least nine (9) units in account | 4 hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel) | 1-year relevant experience in accounting tasks/ activities | Career Service (Sub-Professional)/ First Level Eligibility |

Required Competencies

- a. *Core Behavioral Competencies:* Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation, Innovation;
- b. *Core Skills:* Oral Communication Written Communication, Computer/ICT Skills





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5. All interested applicants shall submit the required documents in **HARD COPY** to the Division Office (Attn: Personnel Unit) on or before the deadline. Pertinent copies shall be submitted in a **legal-sized** folder indicating the prescribed file name in the built-in tab, as enumerated below:

| VACANT POSITION | PRESCRIBED FILE NAME | SAMPLE FILE NAME |
|-----------------------------------------------------|-----------------------|--------------------------|
| Administrative Assistant II (Disbursing Officer II) | 2024-ADAS2A_Full Name | 2024-ADAS2A_Juan D. Cruz |

Order of documents shall be as follows:

- a. Checklist of Requirements (*enclosed herewith*) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom;
- b. Letter of intent addressed to the Schools Division Superintendent;
RANDOLPH B. TORTOLA
Schools Division Superintendent
- c. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet;
- d. Photocopy of Certificate of Eligibility/Report of Rating;
- e. Photocopy of valid and updated PRC License/ID, if applicable
- f. Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable;
- g. Certification of MA/PhD units earned from university registrar, if applicable;
- h. Copy of General Weighted Average (GWA) duly certified by the University Registrar, if applicable;
- i. Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is applicable;
- j. Photocopy of Certificates of Trainings, if applicable;
- k. Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment, if applicable;
- l. Photocopy of Latest Appointment, if applicable;
- m. 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;
- n. Means of Verification (MOVs) showing all Outstanding Accomplishments acquired or earned after the last promotion shall be considered eligible to be given points:
 - i. Awards and Recognition MOVs:
 - (1) Memorandum or document showing the Criteria for the Search / Designation;
 - (2) Certificate of recognition/Award

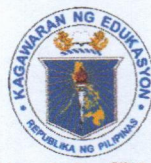




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- ii. Research and Innovation MOVs:
 - (1) Proposal Duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017I;
 - (2) Accomplishment report verified by the Head of Office;
 - (3) Certification of Utilization of the innovation research, within the school/office duly signed by the Head of Office;
 - (4) Certification adoption of the innovation or research by another school/office duly signed by the Head of Office;
 - (5) Proof of citation by their researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research. Points for collaborative research/innovations shall be divided by the number of authors/researchers indicated in the copyright page;
- iii. Subject Matter Expert/ Membership in National TWGs or Committees MOVs:
 - (1) Issuance/Memorandum showing the membership in NTWG or Committee;
 - (2) Certificate of Participation or Attendance;
 - (3) Output/ Adoption by the organization/DepEd;
- iv. Resource Speakership/ Learning Facilitation/ Trainer MOVs:
 - (1) Issuance/ Memorandum/ Invitations/ Training Matrix;
 - (2) Certification of Recognition/ Merit/ Commendation/ Appreciation;
 - (3) Slide deck/s used and/or Session guide/s
- v. NEAP Accredited Learning Facilitator MOVs:
 - (1) Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office;
 - (2) Certificate of Recognition as Learning Facilitator issued by NEAP Central Office;
- o. Means of Verification (MOV) for Application of Education acquired or earned after the last promotion shall be considered eligible to be given points. This is the contribution made by an applicant to their workplace as a result of their learnings from their education degree/s or units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled. The MOVs include:
 - (1) Action Plan approved by the Head of Office;
 - (2) Accomplishment Report verified by the Head of Office;
 - (3) Certification of the utilization/adoption signed by the Head of Office;
- p. Means of Verification (MOV) for Learning and Development (L&D) acquired or earned after the last promotion shall be considered eligible to





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be given points. Application of L&D is a proven success of the learnings gained from the human resource development (HRD) interventions done/ attended by the applicant which must have led to significant positive results in their current or previous work. MOVs include:

- (1) Certificate of Training or Certification on any applicable L&D intervention acquires that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D Intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;
- (2) Action Plan/ Re-entry Action Plan (REAP)/ Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D Intervention done/ attended, duly approved by the Head of Office;
- (3) Accomplishment Report together with a general certification that the L&D intervention was used/adopted by the office at the local level;
- (4) Accomplishment Report together with a general certification that the L&D intervention was used/adopted by a different office at the local/higher level.

6. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

| Role | Main |
|-----------------------------------|--------------------------------------|
| Chairperson | Conniebel C. Nistal, ASDS |
| Members | Rolly B. Labis, Chief - SGOD |
| | Jeffrey M. Martinez, Admin Officer V |
| | Felanie Marie A. Lim, HRMO II |
| | Shiela Mae B. Acero, ADAS III |
| Maricel B. Jangao, Accountant III | |
| Secretariat | Randy Rhys U. Capistrano, ADAS III |

7. This is the target schedule for this ranking:


| Schedule | Activity/Output | In-Charge |
|-------------------------------|------------------------------------------------------------|-----------------------------------|
| Until August 23, 2024, 5:00PM | Submission of Application Documents | Applicants and HRMPSB Secretariat |
| August 29, 2024 | Initial Evaluation | IER Committee |
| August 30, 2024, 2024 | Posting of Selection Line-Up | HRMO & HRMPSB Secretariat |
| TBA | Interview and Final Deliberation | HRMPSB & Applicants |
| TBA | Submission of Comparative Assessment Report w/ attachments | HRMPSB |





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8. Only applicants tagged as “qualified” in the Initial Evaluation Results, as reflected in the Division Website: www.depedelsalvadorcity.net (just click Career Opportunities → Selection Line-up), will undergo the further interview and further evaluation.
9. 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.
10. Immediate dissemination of this Memorandum to all concerned is enjoined.


RANDOLPH B. TORTOLA TM
Schools Division Superintendent

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


HIRING RECRUITMENT SELECTION



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| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------------------------|
|  Department of Education | JOB DESCRIPTION | JD No. _____ | Revision Code: ____ |
| Position Title | Administrative Assistant II | Salary Grade | 8 |
| Parenthetical Title | | Governance Level | Schools Division Office/IU Secondary School |
| Unit | Accounting/Budget/Implementing Unit (IU) Secondary School | Division | OSDS |
| Reports to | Senior Bookkeeper/Accountant/School Head | Effectivity Date | |
| Positions Supervised | N/A | Page/s | |
| JOB SUMMARY | | | |
| <p>This position shall assist the Senior Bookkeeper and/or School Head in the performance of their functions, such as but not limited to undertaking the necessary accounting, budgeting, cash management and payroll services and other finance-related functions, to ensure efficient office operations.</p> | | | |
| QUALIFICATION STANDARDS | | | |
| A. CSC Prescribed Qualifications | | | |
| Education | Completion of two years in college | | |
| Experience | 1 year relevant experience | | |
| Eligibility | Career Service Sub-Professional (First Level Eligibility) | | |
| Trainings | 4 hours of relevant training | | |
| B. Preferred Qualifications | | | |
| Education | Bachelor's degree in Business Administration, Major in Accounting; or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce; or Completion of 2 years studies in college with at least nine (9) units in accounting | | |
| Experience | 1 year relevant experience in accounting activities/tasks | | |
| Eligibility | Career Service Sub-Professional (First Level Eligibility) | | |
| Trainings | 4 hours relevant training in Accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel) | | |

NOTE: Determination of work assignments of the incumbent ADAS II, shall be the task of his/her immediate superior, based on the duties and responsibilities enumerated below.

| KEY RESULT AREA/S | DUTIES AND RESPONSIBILITIES |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Accounting Services | <p>Assist the Senior Bookkeeper/School Head in the performance of the following:</p> <ul style="list-style-type: none"> • Preparation/maintenance of registries of allotment and obligations • Preparation of financial and accountability reports and maintenance of subsidiary ledgers • Preparation of liquidation of cash advances • Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.) • Analysis of COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school/schools division • Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances • Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant. |
| 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 |

| KEY RESULT AREA/S | DUTIES AND RESPONSIBILITIES |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <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 |

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 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/HR Office/sub-committee)</i> | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|---------|
| | | Status of Submission <i>(Check if complied)</i> | Remarks |
| a. Letter of intent addressed to the Head of Office or highest human resource officer | | | |
| b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable | | | |
| c. Photocopy of valid and updated PRC License/ID, if applicable | | | |
| d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable | | | |
| e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available | | | |
| f. Photocopy of Certificate/s of Training, if applicable | | | |
| g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable | | | |
| h. Photocopy of latest appointment, if applicable | | | |
| i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable | | | |
| j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form | | | |
| k. Other documents as may be required for comparative assessment, such as but not limited to: 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 | | | |
| Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled | | | |

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.