

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

03 Sep 2024

DIVISION MEMORANDUM
 No. 338, s. 2024

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
 ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)**

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 the submission of Applications for Administrative Assistant III position until, **September 12, 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 III (Senior Bookkeeper)	SG 9 Php 22,219	OSEC-DECSB-ADAS3-660186-2018	BAC Office

2. 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).
3. 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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- **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 III (Senior Bookkeeper)	Completion of 2 years college studies	4 hours of relevant training	1-year relevant experience	Career Service (Sub-Professional)/ First Level Eligibility

Required Competencies

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

Other Qualification/ies:

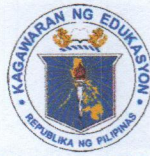
- Must have knowledge in the use and troubleshooting of Desktop Computers and the use of Microsoft Office Productivity Tools;
- Must have background/ experience in procurement, especially in BAC processes;
- Must be keen to details and mindful of deadlines.

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:

6.

VACANT POSITION	PRESCRIBED FILE NAME	SAMPLE FILE NAME
Administrative Assistant III (Senior Bookkeeper)	2024-ADAS3C_Full Name	2024-ADAS3C_Juan D. Cruz





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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
 - ii. Research and Innovation MOVs:
 - (1) Proposal Duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017l;
 - (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;





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- (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 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





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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.
7. 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
Secretariat	Randy Rhys U. Capistrano, ADAS III

8. This is the target schedule for this ranking:

Schedule	Activity/Output	In-Charge
September 12, 2024, 5:00PM	Submission of Application Documents	Applicants and HRMPSB Secretariat
September 17, 2024	Initial Evaluation	IER Committee
September 19, 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

9. Only applicants tagged as “qualified” in the Initial Evaluation Results, as reflected in the Division Website: www.depedelsalvadoricity.net (just click Career Opportunities → Selection Line-up), will undergo the further interview and further evaluation.
10. 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






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account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

11. Immediate dissemination of this Memorandum to all concerned is enjoined.


RANDOLPH B. TORTOLA *fm*
Schools Division Superintendent

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

HIRING RECRUITMENT SELECTION



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 882 6326
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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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 (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/ sub-committee)	
		Status of Submission (Check if complied)	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.



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Enclosure to Division Memorandum No. _____, s. 2024

JOB SUMMARY

ADMINISTRATIVE ASSSITANT III (SENIOR BOOKEEPER)

Responsibilities of the BAC Secretariat (ADAS III)

- Provides administrative support to the BAC and the TWG, if necessary;
- Organize and make all necessary arrangements for the BAC meetings as well as TWG meetings, if necessary;
- Attend BAC meetings as Secretary;
- Prepare Minutes of the BAC meetings;
- Takes custody of procurement documents and be responsible for the sale and distribution of bidding documents to interested buyers;

The BAC Secretariat shall ensure that all procurements undertaken by the Procuring Entity are properly documented, to provide an audit trail of the procurement process.

- Assist in managing the procurement process;
- Monitor procurement activities and milestones for proper reporting to relevant agencies and/or end-users, when required;
- The ADAS3 shall be the central depository of all procurement related information and continually update itself with the most current GPPB resolutions issuances, circulars and events, and downstream the same to all relevant officer, employees, and parties requiring information. For this purpose, all information released by the GPPB can be secured electronically from www.gppb.gov.ph;
- Prepares the APP from the consolidated PPMPs submitted by the various PMOs and end-user units of the Procuring Entity, to make them available for review as indicated in Section 7 of the IRR-A;
- Make arrangements for the pre-procurement and pre-bid conferences and bid openings;
- The ADAS3 shall be the central channel of communications for the BAC with the end-users, PMOs, other units of the line agency, other government agencies, providers of goods, civil works and consulting services, and the general public;
- Assist the BAC in preparing drafts of BAC resolutions; and
- Provide utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the procurement at hand are completed (Jury Duty).
- Based on inputs from the BAC and the TWG, it must prepare the procurement documents, i.e., purchase orders, job orders, contracts, and their attachments, for processing by the Budget, Accounting, Legal



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and Finance Offices, and routing to the signing and approving authorities. It must monitor the status of the procurements routed for approval, and cause the correction of any formal deficiencies in the said procurement documents to facilitate action on the part of the approving authorities.

- Create, maintain and update the registry of suppliers, contractors, and consultants.
- Create, maintain and update a price monitoring list, if one is maintained by the Procuring Entity.
- Manage and Undertaking procurements using the following alternative methods - Repeat order and shopping - upon prior resolution of the BAC and approval by the Head of the Procuring Entity.
- Administer the PhilGEPS, as the counterpart of the service provider, if the Procuring Entity has outsourced the PhilGEPS for noncommon use items. Depending on the Service Level Agreement covering the contract, such administration may be limited to registration of suppliers and other users, assigning access levels, and updating of data.
- Transact with the PhilGEPS and PS-DBM in behalf of the Procuring Entity.

