



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

13 Sep 2024

DIVISION MEMORANDUM
No. 302, s. 2024


**NOTICE ON INITIAL EVALUATION RESULT:
ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)**

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 (SENIOR BOOKKEEPER)	OSEC-DECSB-ADAS3-660186-2018

2. Applicants will receive an email for their assigned applicant code. Further, only those tagged as “qualified” are invited for further evaluation. Qualified applicants are to wait for the interview schedule via email. For inquiries/clarification on the results, feel free to contact our Personnel Unit via email: recruitment.elsalvadorcity@deped.gov.ph.
3. 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.
4. Immediate and wide dissemination of this memorandum is desired.


RANDOLPH B. TORTOLA
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

Transforming Schools,
Forging Partners



INITIAL EVALUATION RESULT (IER)

Position: **Administrative Assistant III (Senior Bookkeeper)**

Salary Grade and Monthly Salary: SG 09, P 22,219

Qualification Standards

Education: Completion of two years studies in college

Training: 4 hours of relevant training

Experience: 1 year of relevant experience

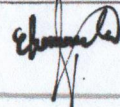
Eligibility: Career Service (Subprofessional) First Level Eligibility

No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of Hours	Details & No. of Years		
1	2024-ADAS3B-0001	BS in Biology / ProfEd/ Masters in Educational Management 30 units	1. Data Privacy and Protection Competency Framework - 20 hrs 2. U-Engage 3.0 - 8hrs 3. Seminar-Workshop on Preparation of FY2023 Budget - 24hrs	1. ADAS2 - 2018-present - 6y 1m	RA1080 (Teacher)	QUALIFIED
2	2024-ADAS3B-0002	BACHELOR OF ELEMENTARY EDUCATION- SCIENCE AND HEALTH	1. MS-EXCEL - 104 HOURS 2. BARANGAY FINANCIAL MANAGEMENT & ADMINISTRATION SEMINAR WORKSHOP-32 HOURS 3. REORIENTATION & UPGRADING OF BASIC ACCOUNTING AND AUDITING PREPARATION ON FINANCIAL MANAGEMENT WORKSHOP- 24 HOURS	1. BARANGAY SECRETARY - 4YEARS 2. COMMUNITY ALS IMPLEMENTER - 1Y 2M	RA1080 - PD907	QUALIFIED
3	2024-ADAS3B-0003	BACHELOR OF SCIENCE IN AGRICULTURE MAJOR IN CROP SCIENCE (PLANT BREEDING)	1.)NTOT IN FULL ARMY WORM MANAGEMENT CLUSTER III - 40HOURS 2.)TOT ON CACAO PRODUCTION, POST HARVESTING, AND COCONUT - CACAO INTERCROPPING - 40 HOURS 3.)NTOT ON NURSERY ESTABLISHMENT, MANAGEMENT & ACCREDITATION - 16 HOURS 4.)TRAINING ON EXTENSION DELIVERY SYSTEM - 32 HOURS	1. TECHNICAL SUPPORT STAFF - 1Y, 4 MONTHS 2. SUPPLY MANAGEMENT ASSISTANT - 3 MONTHS	RA1080	QUALIFIED
4	2024-ADAS3B-0004	BACHELOR OF SCIENCE AND BIOLOGY MASTER OF ARTS IN EDUCATION - MAJOR IN SCIENCE EDUCATION - 18 UNITS	1. LEADERSHIP - 16HOURS 2. BASIC LIFE SUPPORT & FIRST AID TRAINING - 24 HOURS 3.ISO 9001:2015 QmS - 7 HOURS 4. KAIZEN 5S+1 - 21 HOURS 5. STANDARD FIRST AID & CPR/AED COURSE - 32 HOURS	1. MICROBIOLOGIST/PACKAGING TECHNOLOGIST - 3Y, 1 MONTH 2. MICROBIOLOGICAL LABORATORY SECTION HEAD - 8Y, 9MONTHS 3. MICROBIOLOGIST - 3Y, 11MONTHS	PROFESSIONAL FOOD TECHNOLOGIST - RA1080	QUALIFIED
5	2024-ADAS3B-0005	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION - MAJOR IN FINANCIAL MANAGEMENT/ PROF-ED	1.) INTERNATIONAL ON LEADERSHIP & OFFICE ADMINISTRATION - 80HOURS 2.) CAREER DEVELOPMENT & OFFICE SYSTEM ADMINISTRATION IN SCHOOLS - 80 HOURS 3.) SEMINAR ON FINANCIAL LITERACY - 8HOURS	ADMINISTRATIVE SUPPORT STAFF (J.O.) - 6Y, 4 MONTHS	RA1080	QUALIFIED
6	2024-ADAS3B-0006	BACHELOR OF SCIENCE IN COMPUTER SCIENCE MASTER IN INFORMATION TECHNOLOGY	1.) TRAINING FOR FINANCE AND ADMIN PERSONNEL; MASTERING FINANCIAL MANAGEMENT WITH OVERSIGHT AGENCY REGULATIONS - 16HOURS 2.) SEMINAR WORKSHOP ON DATA MANAGEMENT FOR IMPROVED FINANCIAL & ADMINISTRATIVE SERVICES - 8 HOURS 3.) ADVANCE SEMINAR INTERNSHIP IN ORGANIZATIONAL LEADERSHIP (DMLO 206) - 240 HOURS	1. ADAS I - 1 Y, 4MONTHS 2. COLLEGE FACULTY - 3Y 5MONTHS	CSC PROF	QUALIFIED
7	2024-ADAS3B-0007	BS-INFORMATION TECHNOLOGY	CLOUSCAPE 360.JOURNEY INTO THE FUTURE OF TECH - 6HOURS GENERATIVE AI USING ADOBE FIREFLY - 4 HOURS	SITE TECHNICIAN - 5Y, 11MONTHS	CSC PROF	QUALIFIED

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INITIAL EVALUATION RESULT (IER)

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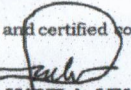
Training: 4 hours of relevant training

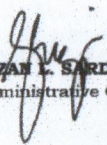
Experience: 1 year of relevant experience

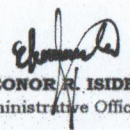
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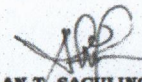
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			Title & No. of Hours	Details & No. of Years		
8	2024-ADAS3B-0008	AB ENGLISH	at least 141hrs training	at least 1 yr work Experience	CAREER SERVICE PROFESSIONAL	QUALIFIED
9	2024-ADAS3B-0009	BACHELOR OF SCIENCE IN INDUSTRIAL TECHNOLOGY - ARCHITECTURAL DRAFTING TECHNOLOGY	1.) 3 DAYS ORIENTATION WORKSHOP ON THE 2024 SGLG FOR BARANGAY - 24HOURS 2.) MUNICIPAL ROLL OUT ON BARANGAY NEWLY ELECTED OFFICIALS BASIC ORIENTATION & CRAFTING OF BARANGAY DEVELOPMENT PLANNING - 32HOURS 3.) TRAINING WORKSHOP ON BUDGET OPERATIONS MANUAL FOR BARANGAYS - 24 HOURS	1. REGISTRATION CENTER SUPERVISOR - 9MONTHS 2. TEAM SUPERVISOR - 3 MONTHS 3. ENUMERATOR - 3 MONTHS 4. CENSUS FIELD ENUMERATOR - 1 MONTH 5. EMPLOYEE - 1Y, 3MONTHS 6. ENCODER - 4 MONTHS 7. BARANGAY TREASURER -9MONTHS	CSC-PROF	QUALIFIED

Prepared and certified correct by:


FELANIE MARIE A. LIM
Administrative Officer IV
Date:


RIZAN L. SARDANE
Administrative Officer IV


ELEONOR R. ISIDERIO
Administrative Officer IV


ALAN T. SACULINGAN
Administrative Officer IV