

#### Department of Education REGION X – NORTHERN MINDANAO SCHOOLS DIVISION OF EL SALVADOR CITY

15 Oct 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, **October 28, 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- 660059-2017	Clustered Schools

- 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 filles, 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:

D141	CSC Prescribed Qualification			
Position	Education	Training	Experience	Eligibility
	Completion of 2 years college studies	4 hours of relevant training	1-year relevant experience	Career Service (Sub- Professional)/ First Level Eligibility
	DepEd	-Prescribed Q	ualification	
Administrative Assistant III (Senior Bookkeeper)	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 accounting	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

#### Other Qualification/ies:

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











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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 III (Senior Bookkeeper)	2024-ADAS3D_Full Name	2024-ADAS3D_Juan D. Cruz

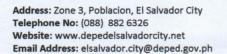
#### Order of documents shall be as follows:

- 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;







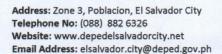




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- (2) Certificate of recognition/Award
- ii. Research and Innovation MOVs:
  - (1) Proposal Duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017l;
  - (2) Accomplishment report verified by the Head of Office;
  - (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;
  - (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 (MOVs) 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;











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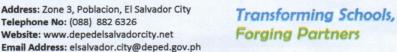
- p. Means of Verification (MOVs) for Learning and Development (L&D) acquired or earned after the last promotion shall be considered eligible to be given points. Application of L&D is a proven success of the learnings gained from the human resource development (HRD) interventions done/attended by the 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 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
October 28, 2024,	Submission of Application	Applicants and
5:00PM	Documents	HRMPSB Secretariat
October 30, 2024	Initial Evaluation	IER Committee
November 5, 2024	Posting of Selection Line-Up	HRMO & HRMPSB
		Secretariat
TBA	Interview and Final	HRMPSB & Applicants
	Deliberation	
TBA	Submission of Comparative	HRMPSB
	Assessment Report w/	
	attachments	









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- 8. Only applicants tagged as "qualified" in the Initial Evaluation Results, as reflected in the Division Website: <a href="www.depedelsalvadoricty.net">www.depedelsalvadoricty.net</a> (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 (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.
- 10. Immediate dissemination of this Memorandum to all concerned is enjoined.

RANDOLPH B. TORTOLA Schools Division Superintendent

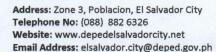
To be indicated in the Perpetual Index Under the following subjects:

HIRING

RECRUITMENT

SELECTION











## Department of Education REGION X – NORTHERN MINDANAO SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure to Division Memorandum No. 408, s. 2024

#### JOB SUMMARY

#### ADMINISTRATIVE ASSSITANT III (SENIOR BOOKEEPER)

To maintain and safeguard the books, records and supporting schedules of the school by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports. This position shall provide assistance on the finance-related functions in schools and to facilitate efficiency in SDO and school operations in accounting, to ensure efficient school/office operations.

KEY RESULT AREA:

ACCOUNTING SERVICES

#### **DUTIES AND RESPONSIBILITIES:**

- Maintain school's subsidiary ledgers related to cash advances
- Assist the school head in the preparation of liquidation of cash advances
- Prepare and submit to the Schools Division Office the Monthly Summary of Cash Advances Received, Liquidated and Balances
- Perform other related bookkeeping and accounting tasks for the schools/ schools division as may be assigned



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



	CHECKLIST OF RE	QUIREMENTS		
	Or 1 bhrows. The second	application Code:		our managed and all and
	ion Applied For:e of the Position Applied For:e			
	act Number:			
	tion:			
	on with Disability: Yes ( ) No ( )			
	Parent: Yes ( ) No ( )			
		Status of	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
	Basic Documentary Requirement	Submission (To be filled-out by the applicant; Check if submitted)		
	Basic Documentary Requirement		Status of Submission (Check if complied)	Remarks
				***************************************
	Letter of intent addressed to the Head of Office or highest			
	human resource officer			
	Duly accomplished Personal Data Sheet (PDS)			
	(CS Form No. 212, Revised 2017) and Work Experience Sheet, if			
quois .	applicable Photocopy of valid and updated PRC License/ID, if applicable			
-	Photocopy of Certificate of Eligibility/Report of Rating, if			
	applicable			
	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  The tree was of Contifered to a of Training if applicable			
-	Photocopy of Certificate/s of Training, if applicable Photocopy of Certificate of Employment, Contract of Service, or			
	duly signed Service Record, whichever is/are applicable			
	Photocopy of latest appointment, if applicable			
	Photocopy of the Performance Ratings in the last rating			
	period(s) covering one (1) year performance prior to the deadline			
-	of submission, if applicable 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			
	Other documents as may be required for comparative	<del> </del>		
-	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 SWOR	N STATEMENT		
	CERTIFICATION OF AUTHENTICITY AND VERACITY			
	I hereby certify that all information above are true and correct, a		nowledge and belief,	and the documents
	submitted herewith are original and/or certified true copies there	eof.		
	DATA PRIVACY CONSENT  I hereby grant the Department of Education the right to collect a	nd areasan mit name	and information on a	totad above for murmous
	relevant to the recruitment, selection, and placement of personn			
	laws, rules, and regulations being implemented by the Civil Serv.		- Land Total Process	
			Name and O	gnature of Applicant
			rame and Si	gnature of Applicant
	Subscribed and sworn to before me this day of	year	*	
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			Person Administerin	g Oath
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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.