

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

08 Nov 2024

DIVISION MEMORANDUM
 No. 451, 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	OSEC-DECSB-ADAS3-660059-2017

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 (EEO). 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, FI
 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

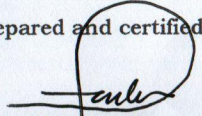
Training: 4 hours of relevant training

Experience: 1 year of relevant experience

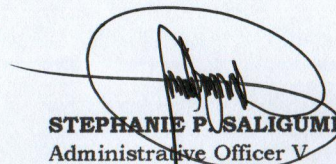
Eligibility: Career Service (Subprofessional) First Level Eligibility

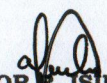
No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of Hours	Details & No. of Years		
1	2024-ELSA-ADAS3D-0001	Bachelor of Science in Business Administration Major in Financial Management	1. International Seminar on Leadership & Office Administration - 80hrs 2. Career Development and Office System Administration in Schools - 80hrs 3. Seminar on Financial Literacy - 8hrs	1. Administrative Support Staff - 5Y 7M 2. Administrative Support Staff to Accounting Unit - 10M	RA 1080 (Teacher)	Qualified
2	2024-ELSA-ADAS3D-0002	Bachelor of Science in Accounting Technology Master in Business Administration - 21 units	1. Budget Execution of Documents Workshop FY 2025 and Coordination Meeting of Finance and Procurement Strand - 40hrs 2. Seminar Workshop on Data Management for Improved Financial and Administrative Services - 8hrs 3. Computer Literacy Training - 80hrs 4. Online Course on Bookkeeping - 8hrs	1. Disbursing Officer II - 2Y	Career Service Professional	Qualified
3	2024-ELSA-ADAS3D-0003	Bachelor of Science in Civil Engineering	Training beyond 5yrs	1. Project Engineer - 1Y 2M	RA 1080 (Teacher)	Disqualified
4	2024-ELSA-ADAS3D-0004	Bachelor of Science in Business Administration Major in Financial Management	1. 2023 BSP Financial Education Stakeholders Congress - 8hrs	1. Office Clerk - 6M	Career Service - Sub Professional	Disqualified
5	2024-ELSA-ADAS3D-0005	Bachelor of Science in Business Administration Major in Financial Management	No trainings presented	1. Customer Service Agent - 2Y 1M 2. Customer Relations Department Service - 1Y 3M	Career Service Professional	Disqualified
6	2024-ELSA-ADAS3D-0006	Bachelor of Science in Business Administration Major in Financial Management	1. Signature Verification and Counterfeit Detection Seminar - 8hrs	1. Pick-up Teller - 4Y 10M 2. Restaurant Team Member - 5Y 10M	Career Service Professional	Qualified

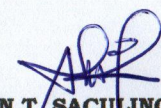
Prepared and certified correct by:


FELANIE MARIE A. LIM
Administrative Officer IV

Date:


STEPHANIE P. SALIGUMBA
Administrative Officer V


ELEONOR K. ISIDERIO
Administrative Officer IV


ALAN T. SACULINGAN
Administrative Officer IV