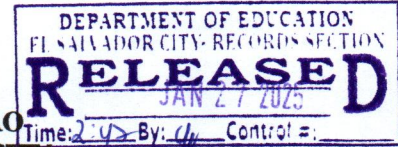




Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY



27 Jan 2025

DIVISION MEMORANDUM
 No. 030, s. 2025


**NOTICE ON POSTED SELECTION LINE-UP:
 ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)**

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 II (Disbursing Officer II)	OSEC-DECSB-ADAS2-660056-2017

2. Applicants enlisted as “qualified” are invited for further evaluation on February 3, 2025, 1:00 PM at the Conference Room, Diamond Building. Applicants are advised to bring the original copies of their document during the deliberation. 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
 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 II (Disbursing Officer II)**

Salary Grade and Monthly Salary: SG 08, P 20,534

Qualification Standards

Education: Completion of two years studies in college

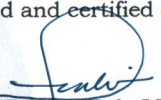
Training: 4 hours of relevant training

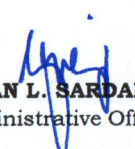
Experience: 1 year of relevant experience

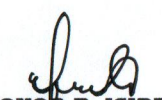
Eligibility: Career Service (Subprofessional) First Level Eligibility

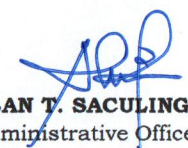
No.	Application Code	Education	Training	Experience	Eligibility	Remarks (Qualified or Disqualified)
			Title & No. of Hours	Details & No. of Years		
1	2025-ADAS2A-0001	BS IN INFORMATION TECHNOLOGY	1. WEBINAR ON DIGITAL OPPORTUNITIES - 4HRS 2. GENERATIVE AI USING ADOBE FIREFLY - 4HRS 3. CLOUDSCAPE 360: JOURNEY INTO THE FUTURE OF TECH - 6HRS 4. WEBINARF ORIENTAION ON THE REVISED RULES ON	1. SITE TECHNICIAN - 5Y 11M	CAREER SERVICE PROFESSIONAL	QUALIFIED
2	2025-ADAS2A-0002	BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION MAJOR IN FINANCIAL MANAGEMENT	1. INTERNATIONAL SEMINAR ON LEADERSHIP AND OFFICE ADMINISTRATION - 80 HOURS 2. CAREER DEVELOPMENT OF OFFICE SYSTEM ADMINISTRATION IN SCHOOLS - 80 HOURS 3. COMPUTER SKILLS DEVELOPMENT TRAINING: IMPROVING CLASSROOM LEARNING THRU ICT - 80 HOURS	1. ADMIN STAFF - 6Y	RA 1080 (TEACHER)	QUALIFIED
3	2025-ADAS2A-0003	BACHELOR OF ELEMENTARY EDUCATION (GENED)	1. CY2024 INTERGATED RESOURCE MANAGEMENT SEMINAR - 16HRS 2. CY2024 BUDGET EXECUTION PROCESS SEMINAR - 16HRS 3. FAST LEAD WITH CSC NCR: EMOTIONAL INTELLIGENCE IN LEADERSHIP - 2HRS 4. COMMON DEFICIENCIES AND ADDITIONAL DOCUMENTARY REQUIREMENTS - 8HRS 5. INTEGRATED PERSONNEL PERFORMANCE MANAGEMENT SYSTEMS: PERSONAL EFFECTIVENESS SEMINAR - 8HRS	1. ADAS2 - 3Y 6M 2. TEACHER AIDE - 3Y 11N 3. TEACHER (SUB) - 7M 4. ALS VOLUNTEER - 5M	RA 1080 (TEACHER)	QUALIFIED

Prepared and certified correct by:


FELANIE MARIE A. LIM
Administrative Officer IV


RIZAN L. SARDANE
Administrative Officer IV


ELEONOR R. ISIDERIO
Administrative Officer IV


ALAN T. SACULINGAN
Administrative Officer IV

Date: