



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

June 11, 2024

DIVISION MEMORANDUM

No. 304 s. 2024

**ACCEPTANCE OF APPLICATION AND ASSESSMENT
FOR ADMINISTRATIVE ASSISTANT II AND
ADMINISTRATIVE ASSISTANT III POSITIONS**

TO: Assistant Schools Division Superintendent
CID & SGOD Chief and Personnel
OSDS Unit Heads and Personnel
Elementary & Secondary School Heads
All Others Concerned

1. The DepEd Schools Division Office of Catanduanes announces the acceptance of applications for Administrative Assistant II and Administrative Assistant III positions from **June 11, 2024 until June 21, 2024**.

2. The vacancies are the following:

Position Title	Office/Assignment	No. of Vacancy
Administrative Assistant II	Senior High School	3
Administrative Assistant III	Office of the Schools Division Superintendent- Accounting Unit	1
	Office of the Schools Division Superintendent- Personnel Section	2- Payroll 2- Appointment

3. The CSC Prescribed Qualification Standards for the said positions, Job Description, General Function are shown in Enclosure No. 1 to this memorandum.

4. Applicants are required to register in the link <https://bit.ly/ADASOnlineRegistrationCTD> and a printed copy of their registration must be included in their application documents. Only applicants who registered in the link and submitted complete hard copies of documents in the Schools Division Office-Records Section on the set deadline will be considered as official applicants.

5. All interested qualified applicants shall submit their documents at the Records Section in color-coded folder (Administrative Assistant II- Senior High School-BLUE, Administrative Assistant III-Accounting Unit-RED, and Administrative Assistant III-Personnel Section-WHITE). Documents must be fastened on the left side with Table of Contents arranged from letter A to letter K as indicated below. To facilitate the evaluation process, labels (index tabs) using A to K are requested:



San Roque, Virac, Catanduanes

052-8114063

catanduanes@deped.gov.ph

www.depedrocatanduanes.com / www.catanduanes.deped.gov.ph



Republic of the Philippines

Department of Education

REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES

BASIC DOCUMENTARY REQUIREMENTS	
A	Letter of Intent addressed to the Schools Division Superintendent
B	Duly accomplished CSC Form 212 (Revised 2017) with latest passport size ID picture, notarized and Work Experience Sheet (if applicable) <i>The forms may be downloaded at bit.ly/F212_PDS & bit.ly/WES_PDS</i>
C	Clear photocopy of valid and updated PRC License/ID (if applicable)
D	Clear photocopy of Civil Service Commission Board Rating/Certificate of Eligibility/Report of Rating (if applicable)
E	Clear 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 applicable)
F	Clear photocopy of Certificate/s of training attended within the last 5 years with summary table, arranged by year from most recent (if applicable)
G	Clear photocopy of Certificate of Employment/Contract of Service, or duly signed Service Record, whichever is applicable
H	Clear photocopy of Latest Appointment (if applicable)
I	Clear photocopy of Performance Rating in the last rating period covering one (1) year or twelve (12) months performance in the current/latest position relevant to the position to be filled (if applicable)
J	Checklist of Requirements and Omnibus Sworn Statement in the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form <i>The form (Annex C) may be downloaded at bit.ly/Annex_C</i>
OTHER DOCUMENTS	
K	Outstanding Accomplishment if any <ul style="list-style-type: none"> • Awards and Recognitions • Research and Innovation • Membership in National Technical Working Groups (TWGs) or Committees • Resource Speakership/Learning Facilitation • NEAP Accredited Learning Facilitator
L	Application of Education (relevant intervention that is directly applicable to the functional unit where the position applied for is lodged), if any <ul style="list-style-type: none"> • Action Plan approved by the Head of Office • Accomplishment Report verified by the Head of Office • Certification of the utilization/adoption signed by the Head of Office
M	Application of Learning & Development, if any <ul style="list-style-type: none"> • Certificate of Training that is aligned with the Individual Development Plan (External applicants must submit a certification from the HR of their current or previous employer stating that the L&D intervention is aligned with the tasks of the applicants) • Action Plan/Re-Entry Action Plan • Accomplishment Report with a certification that the L&D was used/adopted by the Office



San Roque, Virao, Catanduanes

052-8114063

catanduanes@deped.gov.ph

www.depedrvcatanduanes.com / www.catanduanes.deped.gov.ph



Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES

5. Only the Application Letter, Omnibus Certification and Personal Data Sheet must be submitted in original forms.

6. The applicant assumes full responsibility and accountability for the completeness, authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.

7. The schedule of activities are as follows:

Date and Time	Activities	Venue	Person/ Committee Responsible	Participants
June 13, 2024 (10:00 to 11:00AM)	Orientation of Applicants	Online Note: All interested qualified applicants shall request a link through this email: hrmorsp.ctd@deped.gov.ph	HRMO	Interested Applicants
June 21, 2024 (8:00AM to 5:00PM)	Deadline of submission of application letter with relevant documents	Records Section	Records Officer	Interested Applicants
June 24-26, 2024 (8:00AM to 5:00PM)	Initial evaluation of documents	Personnel Section	HRMO	
July 2, 2024 (9:00 to 11:00 AM)	Written Test & Work Sample Test	SDO Terrace	HRMPSB Secretariat	Interested Applicants
July 4-5, 2024 (8:00AM to 5:00PM)	Document Evaluation and Interview (Open Deliberation)	SDO Terrace	HRMPSB	Interested Applicants

8. The Criteria and Point System for Hiring and Promotion for Administrative Assistant II and Administrative Assistant III per DepEd Order No. 7 s. 2024 are as follows:

Criteria	Points
Education	5
Training	5
Experience	20
Performance	20
Outstanding Accomplishments	10
Application of Education	10
Application of Learning & Development	10
Potential (Written Test, BEI, Work Sample Test)	20



San Roque, Virac, Catanduanes
 052-8114063
 catanduanes@deped.gov.ph
 www.depedrocatanduanes.com / www.catanduanes.deped.gov.ph



Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES

9. Only relevant Education, Training and Experience that exceeds the minimum qualification of the CSC approved- Qualification Standard shall be given points. Training to be credited are those earned after the last promotion but within the last five (5) years.
10. Applicants who fail to submit complete mandatory documents on **June 21, 2024** shall not be included in the pool of official applicants. No additional documents shall be accepted after the deadline.
11. All official applicants in the pool shall be assigned an application code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results.
12. Applicants will be notified through email on the Notice of Initial Evaluation Result whether Qualified or Disqualified.
13. During the open deliberation, qualified applicants must be ready with their original documents for verification purposes.
14. Applicants may retrieve their documents one (1) month after the release of the approved Comparative Assessment Result (CAR). The HRMPSB will not be responsible for the safekeeping of the documents submitted. It will be disposed properly three (3) months after the release of CAR.
15. This Office upholds Equal Employment Opportunity Principle: “that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation, and those from any sexual orientation and gender identities and expression (SOGIE) or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity.”
16. Persons with disability, pregnant or any applicant in need of special assistance should notify the Personnel Section prior to the scheduled date of evaluation.
17. The following is the composition of the Human Resource Merit, Promotion and Selection Board (HRMPSB):

Chairperson	ASDS CECILE C. FERRO	
Members	Regular	Alternate
	SGOD Chief MARY JEAN S. ROMERO AO V EVA S. TOLENTINO HRMO MARICHELLE B. LLAVE ADAS II JONNEL A. SARMIENTO	CID Chief ROMMEL G. PETAJEN AO IV CHERIE V. PEREZ AO II ROMA ANGELEE A. SOLEYBAR ADAS II VIRGILIO J. MOLINA JR.



San Roque, Virac, Catanduanes
 052-8114063
 catanduanes@deped.gov.ph
 www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

18. All expenses related to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
19. Wide dissemination of and compliance with this memorandum is desired.

By Authority of the Schools Division Superintendent:

Norlito

NORLITO JR. P. AGUNDAY
Attorney III- Legal Officer
OIC, Office of the Schools Division Superintendent



Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES

Enclosure No. 1 to Division Memorandum No. 304 s. 2024

**QUALIFICATION STANDARDS FOR ADMINISTRATIVE ASSISTANT II
 AND ADMINISTRATIVE ASSISTANT III**

Administrative positions ...p/3
 x-----x

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Assistant II	8	1	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility
Administrative Assistant III	9	1	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility

**GENERAL FUNCTION OF ADMINISTRATIVE ASSISTANT II
 (SENIOR HIGH SCHOOL)**

Administrative Assistant
<ul style="list-style-type: none"> • Provides administrative and clerical support to his/her supervisor; • May be designated to assist either the Principal/School Head or any of the Assistant Principals; • May also be designated as property custodian or to the canteen services of the school, as deemed necessary; and • Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head.




San Roque, Virac, Catanduanes
 052-8114063
 catanduanes@deped.gov.ph
 www.depedrocatanduanes.com / www.catanduanes.deped.gov.ph



Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES

ADMINISTRATIVE ASSISTANT III- ACCOUNTING UNIT

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: ____
Position Title	Administrative Assistant III	Salary Grade	9
Parentetical Title	Senior Bookkeeper	Governance Level	SDO
Unit/Division	Office of the Schools Division Superintendent	Office/Bureau/Service	Accounting Unit - Finance Division
Reports to	Accountant III	Effectivity Date	
Positions Supervised		Page/s	
JOB SUMMARY			
To maintain and safeguard the books, records and supporting schedules of the Division Office 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 which will aid the management in making informed decisions.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Completion of two years in college		
Experience	1 year relevant experience		
Eligibility	Career Service Professional (First Level Eligibility)		
Trainings	4 hours of relevant training		
B. Preferred Qualifications			
Education			
Experience			
Eligibility			
Trainings			

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Financial Records and Reports	<ol style="list-style-type: none"> 1. Ascertain that transactions have been properly recorded in books 2. Verify financial statements made by subordinate, verify the journal voucher 3. Prepares adjusting entries and journal vouchers 4. Prepares trial balances, monthly statements of income and expenditure and other financial statements;
Account Tracking	<ol style="list-style-type: none"> 1. Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports 2. Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records
Financial Transactions Recording Procedures	<ol style="list-style-type: none"> 1. Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers. 2. Provides inputs for improvement of accounting section 3. Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.



Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES

ADMINISTRATIVE ASSISTANT III for Payroll (PERSONNEL SECTION)

Job Description – Ver. 2

NOTE: Determination of work assignments of the incumbent ADAS III, shall be the task of his/her immediate superiors, based on the duties and responsibilities enumerated below.

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Salary Administration and Payroll Processing	<ul style="list-style-type: none"> Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary /benefit claims. Submit to the Regional Payroll Services Unit (RPSU) pertinent documents for payment of salaries, allowances, and benefits. Compute necessary deduction for inclusion in the monthly payroll. Compute salary adjustment based on new salary schedule, changes/adjustments in deductions and communicate such to personnel concerned (Notice of Step Increase (NOSI) and/or Notice of Salary Adjustment (NOSA)) Assist in providing technical assistance to a cluster of schools, limited to payroll processing and salary administration. Handle the administration of the Biometric system Keep abreast with company policies and tax legislations that impact on remuneration Maintain the confidentiality of personal information of DepEd personnel to which he/she has access due to the nature of his/her duties and responsibilities as Verifier. Closely coordinate with other DepEd offices/personnel who are involved in salary administration and payroll transactions, such as the Administrative and Finance Divisions/Units, and, in particular, the Regional Payroll Services Units, the AAOs, the Personnel Officer in-charge of Pag-IBIG and the office in charge of the DepEd Provident Fund.

Job Description – Ver. 2

	JOB DESCRIPTION	JD No. _____	Revision Code. ____
Department of Education			
Position Title	Administrative Assistant III	Salary Grade	9
Parenthetical Title		Governance Level	Schools Division Office (SDO)
Unit	Personnel Section	Division	Office of the Schools Division Superintendent
Reports to	Administrative Officer IV –	Effectivity Date	
Positions Supervised	N/A	Page/s	

JOB SUMMARY

This position shall provide assistance and facilitate efficiency in SDO such as payroll processing and salary administration to ensure efficient office operations.

QUALIFICATION STANDARDS

A. CSC Prescribed Qualifications

Education	Completion of two years in college
Experience	1 year relevant experience
Eligibility	Career Service Sub-Professional (First Level Eligibility)
Trainings	4 hours of relevant training

B. Preferred Qualifications

Education	Bachelor's degree in Business Administration, Major in Accounting; or Completion of at least 2 year 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
Experience	1 year relevant experience in accounting activities/tasks
Eligibility	Career Service Sub-Professional (First Level Eligibility)
Trainings	4 hours relevant training in Accounting, and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)

SDO _ OSDS _ ADAS
 Page 1 of 1



San Roque, Virac, Catanduanes

052-8114063

catanduanes@deped.gov.ph

www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES

DUTIES & RESPONSIBILITIES OF ADMINISTRATIVE ASSISTANT III
for Appointment - PERSONNEL SECTION

1. Prepare lists of vacancies for publication pursuant to CSC rules and regulations.
2. Prepare request for publication of vacant positions
3. Prepare notice of promotion, transfer and appointment as instructed.
4. Prepare and submit appointments, Appointment Transmittal & Action Form and Report on Appointments Issued (RAI) to the Civil Service Commission (CSC)
5. Prepare and post Notice of Appointment Issued
6. Receive application for employment, transfer, queries and documents pertaining to personnel actions (e.g. approved ERF) for the attention AO IV for personnel.
7. Receive and accept application for upgrading and reclassification of positions
8. Records and release attested appointments of personnel
9. Furnish school based Administrative Officer II copies of appointment and certificate of assumption to duty

