



DepEd - Division of Catanduanes
RECORDS SECTION
RELEASED
BY: _____ No: 306
DATE: JUN 14 2024 TIME: 8:19

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

June 14, 2024

DIVISION MEMORANDUM

No. 306 s. 2024

**ADDENDUM AND CORRIGENDUM TO DIVISION MEMORANDUM NO. 304 S. 2024,
AND DIVISION MEMORANDUM 299 S. 2024 TITLED "ACCEPTANCE OF
APPLICATION AND ASSESSMENT FOR ADMINISTRATIVE ASSISTANT II AND
ADMINISTRATIVE ASSISTANT III POSITIONS AND ACCEPTANCE OF APPLICATION
AND ASSESSMENT FOR ADMINISTRATIVE OFFICER V POSITION"**

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

1. In reference to Division Memorandum No. 304, s. 2024, this is to inform the field of one more vacancy for Administrative Assistant III position that will be assigned at the Office of the Schools Division Superintendent. The Job Description of the said position is shown in Enclosure No. 1 to this memorandum.
2. All interested qualified applicants shall submit their documents at the Records Section in yellow folder from June 14 to June 21, 2024
3. The Criteria and Point System for Hiring and Promotion for Administrative Officer V, Administrative Assistant II and Administrative Assistant III are hereby corrected to **DepEd Order No. 7 s. 2023** from DepEd Order No. 7, s. 2024.
4. All other provisions of Division Memorandums shall remain in effect.
5. Wide dissemination of and compliance with this memorandum is desired.


SOCORRO V. DELA ROSA CESO V
Schools Division Superintendent †



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

Enclosure No. 1 to Division Memorandum No. 306 s. 2024

Job Description - Ver 2

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: ____
Position Title	Administrative Assistant III	Salary Grade	9
Parentetical Title		Governance Level	SDO
Unit/Division	Office of the Schools Division Superintendent	Office/Bureau/Service	OSDS
Reports to	Schools Division Superintendent	Effectivity Date	
Positions Supervised		Page/s	
JOB SUMMARY			
To provide prompt and quality support service to the SDS by implementing administrative systems, procedures, and monitoring administrative projects in order for the SDS to perform his/her duties efficiently.			
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 to the position (office management skills, computer skills)		
B. Preferred Qualifications			
Education	Two years college or two year vocational course (secretarial) preferably Bachelor's degree in a related course		
Experience			
Eligibility	TESDA Certificate Holder		
Trainings	Basic Knowledge in Computer Operations such as Microsoft Office		

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Office Schedules	<ul style="list-style-type: none"> Schedules/calendars meetings/appointments of the SDS with other offices/Staff by calendaring, following up and confirming attendance of both parties

SDO OSDS Administrative Assistant III
Page 1 of 2

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Communications/Documents	<ul style="list-style-type: none"> Reviews documents received and prepares referral slips by identifying contents of documents for action of the SDS or routing document to the concerned office or person.
Guests Reception	<ul style="list-style-type: none"> Entertains visitors/guests of the Director/Directorate by attending to their needs promptly thus lessening the time demand on the Director.
Records/Files	<ul style="list-style-type: none"> Identifies/sorts official documents, correspondence per programs/projects as to confidentiality and importance for proper labeling/ filing and safekeeping for future reference
Personnel Matters	<ul style="list-style-type: none"> Monitors daily attendance of employees/staff in the Directorate by recording daily attendance and comparing time card versus logbook
Technical/Administrative Support	<ul style="list-style-type: none"> Prepares minutes of meetings/agenda attended and conducted by the Office of the SDS by recording and transcribing the encoding agreements made and disseminate it to the attendees for future reference and follow through of agreements. Facilitates travel documents (local and abroad) of the Director by preparing travel authority, itinerary and other required documents and making such available for the Director on or before travel date. Facilitates supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and abroad), reimbursements, liquidation reports of the Director/directorate by preparing required documents/forms Prepares PowerPoint presentation drafted by the SDS for use in the scheduled speaking engagement Provides administrative support/logistics needs in the implementation of the Office programs/projects/activities initiated by the Director/Directorate through collection/consolidation of participants' attendance and directory, consolidation of P/P/As output, preparation of supplies/materials/equipment



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