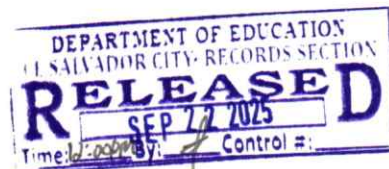




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



19 Sep 2025

DIVISION MEMORANDUM

No. 232, s. 2025

ANNOUNCEMENT OF CAREER OPPORTUNITY:
VARIOUS NON-TEACHING POSITIONS

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 of the following vacancies below until, **September 30, 2025, 5:00 PM**. Copy of the duties and responsibilities, as well as the Qualification Standards of the position are enclosed herewith to serve as reference.

Position	Salary Grade	No. of Vacancies	Place of Assignment
Administrative Assistant III (Senior Bookkeeper)	SG 9 Php 23,226	3	SDO- Accounting
Administrative Assistant III (Senior Bookkeeper)	SG 9 Php 23,226	1	SDO Budget Office
Administrative Assistant III (Senior Bookkeeper)	SG 9 Php 23,226	2	Clustered Schools
Administrative Assistant III (Secretary II)	SG 9 Php 23,226	1	OSDS
Administrative Assistant II (Disbursing Officer II)	SG 8 Php 21,448	1	Clustered Schools
Administrative Aide VI (Clerk III)	SG 6 Php 18,957	3	Division Office

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;



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- **Training** hours relevant to the position to be filled, 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;
 - **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. 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 and color of folder, as enumerated below:

VACANT POSITION	PLACE OF ASSIGNMENT	PRESCRIBED FILE NAME	SAMPLE FILE NAME	FOLDER COLOR
Administrative Assistant III (Senior Bookkeeper)	SDO- Accounting	2025-ADAS3A_Full Name	2025-ADAS3A_Juan D. Cruz	RED
Administrative Assistant III (Senior Bookkeeper)	SDO Budget Office	2025-ADAS3B_Full Name	2025-ADAS3B_John D. Cruz	BLUE
Administrative Assistant III (Senior Bookkeeper)	Clustered Schools	2025-ADAS3C_Full Name	2025-ADAS3C_June D. Cruz	BROWN
Administrative Assistant III (Secretary II)	OSDS	2025-ADAS3D_Full Name	2025-ADAS3D_Jack D. Cruz	WHITE
Administrative Assistant II (Disbursing Officer II)	Clustered Schools	2025-ADAS2A_Full Name	2025-ADAS2A_Joey D. Cruz	VIOLET
Administrative Aide VI (Clerk III)	Division Office	2025-ADA6A_Full Name	2025-ADAS6A_Jude D. Cruz	ORANGE



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5. Applicants should indicate in their letter of intent, the item number and position name they are applying for. Should applicants wish to apply to more than one (1) position, they shall submit **one (1) set of application for each position applied for.**
6. **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;
 - (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;



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- (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 (MOV) 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;
- p. Means of Verification (MOV) 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:



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- (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.
7. Further, this is to reiterate item no. 21, 22 and 25 of DepEd Order No. 7, s. 2023 as follows:

"21. Individuals who failed to submit complete mandatory documents (Items 20.a to 20.j) on the set deadline indicated in the official memorandum shall not be included in the pool of official applicant. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item 20.k) shall not warrant exclusion from the pool of official applicants."

"22. No additional documents shall be accepted after the set deadline, as indicated in the official memorandum."

"25. The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidence by the Omnibus Sworn Statement (Item 20.j), duly signed by the applicant. The HRMO and/or sub-committee shall check and verify the completeness, authenticity, and veracity of the documents submitted. Any false and fraudulent document submitted shall be grounds for disqualification."



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8. 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
	Nyssa Isobel M. Sabado, ADAS II
	Maricel B. Jangao, Accountant III (ADAS3A, ADAS3C, ADAS2A)
	Stephanie P. Saligumba, Budget Officer III (ADAS3B)
	Rizan L. Sardane, Admin Officer IV
Secretariat	Randy Rhys U. Capistrano, ADAS III

9. This is the target schedule for this ranking:

Schedule	Activity/Output	In-Charge
September 30, 2025, 5:00PM	Submission of Application Documents	Applicants and HRMPSB Secretariat
October 3, 2025	Initial Evaluation	IER Committee
October 10, 2025	Posting of Selection Line-Up	HRMO & HRMPSB Secretariat
October 14-15, 2025 ADAS3 AM ADAS2 PM	Interview and Final Deliberation for ADAS3A (Accounting) ADAS3C (Clustered Schools) ADAS2A (Clustered Schools)	HRMPSB & Applicants
October 16, 2025	Interview and Final Deliberation for ADAS3B (Budget) ADAS3D (OSDS) ADA6A (OSDS)	HRMPSB & Applicants
October 17, 2025	Submission of Comparative Assessment Report w/ attachments	HRMPSB

10. Only applicants tagged as “qualified” in the Initial Evaluation Results, as reflected in the Division Website: (just click Career Opportunities → Selection Line-up), will undergo the further interview and further evaluation.
11. 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



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account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

12. 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



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SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure No. 1 to Division Memorandum No. 332, s. 2025

VACANCY ANNOUNCEMENT

STATION:	SDO El Salvador City		
DIVISION/ UNIT:	Accounting Section / Clustered School		
CODE:	ADAS3A/ ADAS3C		
POSITION PROFILE			
Position:	Administrative Assistant III (Senior Bookkeeper)	Salary Grade:	9
		Monthly Salary:	Php 23,226.00
Item No.:	Other Incentives/ Bonuses:		
OSEC-DECSB-ADAS3-660140-2014 OSEC-DECSB-ADAS3-660181-2018 OSEC-DECSB-ADAS3-660069-2014 OSEC-DECSB-ADAS3-660083-2014 (CS) OSEC-DECSB-ADAS3-660221-2017 (CS) (5 items)	- Personal Economic Relief Allowance - Mid-year bonus - Productivity Enhancement Incentive - Clothing Allowance - Cash Gift - Year-end bonus		
JOB SUMMARY			
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.			
CSC QUALIFICATIONS			
Education	Completion of 2 years college studies		
Training	4 hours of relevant training		
Experience	1-year relevant experience		
Eligibility	Career Service (Sub-Professional)/ First Level Eligibility		
PREFERRED QUALIFICATIONS			
Education	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		
Training	4 hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)		
Experience	1-year relevant experience in accounting tasks/ activities		
Eligibility	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 QUALIFICATIONS			
a.	Must have knowledge in the use and troubleshooting of Desktop Computers and the use of Microsoft Office Productivity Tools;		
b.	Must be keen to details and mindful of deadlines.		



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Enclosure No. 2 to Division Memorandum No. 332, s. 2025

VACANCY ANNOUNCEMENT

STATION:	SDO El Salvador City		
DIVISION/ UNIT:	SDO-Budget Section		
CODE:	ADAS3B		
POSITION PROFILE			
Position:	Administrative Assistant III (Senior Bookkeeper)		Salary Grade: 9 Monthly Salary: Php 23,226.00
Item No.:	Other Incentives/ Bonuses:		
OSEC-DECSB-ADAS3-660183-2018 (1 item)	• Personal Economic Relief Allowance • Mid-year bonus • Productivity Enhancement Incentive • Clothing Allowance • Cash Gift • Year-end bonus		
JOB DESCRIPTION			
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.			
CSC QUALIFICATIONS			
Education	Completion of 2 years college studies		
Training	4 hours of relevant training		
Experience	1-year relevant experience		
Eligibility	Career Service (Sub-Professional)/ First Level Eligibility		
REQUIRED COMPETENCIES			
a. <i>Core Behavioral Competencies:</i> Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation, Innovation; b. <i>Core Skills:</i> Oral Communication Written Communication, Computer/ICT Skills			
OTHER QUALIFICATIONS			
a. Must have knowledge in the use and troubleshooting of Desktop Computers and the use of Microsoft Office Productivity Tools; b. Can work with minimum supervision; c. Exemplary interpersonal skills; d. Must be keen to details and mindful of deadlines.			



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Enclosure No. 3 to Division Memorandum No. 332, s. 2025

VACANCY ANNOUNCEMENT

STATION:	SDO El Salvador City		
DIVISION/ UNIT:	Office of the Schools Division Superintendent		
CODE:	ADAS3D		
POSITION PROFILE			
Position:	Administrative Assistant III (Secretary II)	Salary Grade:	9
		Monthly Salary:	Php 23,226.00
Item No.:	Other Incentives/ Bonuses:		
OSEC-DECSB-ADAS3-660139-2014 (1 item)	• Personal Economic Relief Allowance • Mid-year bonus • Productivity Enhancement Incentive • Clothing Allowance • Cash Gift • Year-end bonus		
JOB DESCRIPTION			
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.			
CSC QUALIFICATIONS			
Education	Completion of 2 years college studies		
Training	4 hours of relevant training		
Experience	1-year relevant experience		
Eligibility	Career Service (Sub-Professional)/ First Level Eligibility		
REQUIRED COMPETENCIES			
a.	<i>Core Behavioral Competencies:</i> Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation, Innovation;		
b.	<i>Core Skills:</i> Oral Communication Written Communication, Computer/ICT Skills		
OTHER QUALIFICATIONS			
a.	Must have knowledge in the use and troubleshooting of Desktop Computers and the use of Microsoft Office Productivity Tools;		
b.	Can work with minimum supervision;		
c.	Exemplary interpersonal skills;		
d.	Maintain confidentiality when handling incoming and outgoing documents.		
e.	Must be keen to details and mindful of deadlines.		



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Enclosure No. 4 to Division Memorandum No. 332, s. 2025

VACANCY ANNOUNCEMENT

STATION:	SDO El Salvador City		
DIVISION/ UNIT:	Clustered Schools		
CODE:	ADAS2A		
POSITION PROFILE			
Position:	Administrative Assistant II (Disbursing Officer II)	Salary Grade:	8
		Monthly Salary:	Php 21,448.00
Item No.:	Other Incentives/ Bonuses:		
OSEC-DECSB-ADAS2-660145-2016 (1 items)	• Personal Economic Relief Allowance • Mid-year bonus • Productivity Enhancement Incentive • Clothing Allowance • Cash Gift • Year-end bonus		
JOB SUMMARY			
This position shall assist the Senior Bookkeeper and/or School Head in the performance of their functions, such as but not limited to undertaking the necessary accounting, budgeting, cash management and payroll services and other finance-related functions, to ensure efficient office operations.			
CSC QUALIFICATIONS			
Education	Completion of 2 years college studies		
Training	4 hours of relevant training		
Experience	1-year relevant experience		
Eligibility	Career Service (Sub-Professional)/ First Level Eligibility		
PREFERRED QUALIFICATIONS			
Education	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		
Training	4 hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)		
Experience	1-year relevant experience in accounting tasks/ activities		
Eligibility	Career Service (Sub-Professional)/ First Level Eligibility		
REQUIRED COMPETENCIES			
a.	<i>Core Behavioral Competencies:</i> Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation, Innovation;		
b.	<i>Core Skills:</i> Oral Communication Written Communication, Computer/ICT Skills		
OTHER QUALIFICATIONS			
a.	Must have knowledge in the use and troubleshooting of Desktop Computers and the use of Microsoft Office Productivity Tools;		
b.	Can work with minimum supervision;		
c.	Exemplary interpersonal skills;		
d.	Must be keen to details and mindful of deadlines.		



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Enclosure No. 5 to Division Memorandum No. 382, s. 2025

VACANCY ANNOUNCEMENT

STATION:	SDO El Salvador City		
DIVISION/ UNIT:	Division Office		
CODE:	ADA6A		
POSITION PROFILE			
Position:	Administrative Aide VI (Clerk III)	Salary Grade:	6
		Monthly Salary:	Php 18,957.00
Item No.:	Other Incentives/ Bonuses:		
OSEC-DECSB-ADA6-660029-2014 OSEC-DECSB-ADA6-660030-2014 OSEC-DECSB-ADA6-660033-2014 (1 items)	- Personal Economic Relief Allowance - Mid-year bonus - Productivity Enhancement Incentive - Clothing Allowance - Cash Gift - Year-end bonus		
JOB SUMMARY			
To assist the management and staff and provide administrative support in the effective and efficient operation of the Office of the Schools Division Superintendent (OSDS)			
CSC QUALIFICATIONS			
Education	Completion of 2 years college studies		
Training	None required		
Experience	None required		
Eligibility	Career Service (Sub-Professional)/ First Level Eligibility		
PREFERRED QUALIFICATIONS			
Education	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		
Training	4 hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)		
Experience	1-year relevant experience in accounting tasks/ activities		
Eligibility	Career Service (Sub-Professional)/ First Level Eligibility		
REQUIRED COMPETENCIES			
a.	<i>Core Behavioral Competencies:</i> Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation, Innovation;		
b.	<i>Core Skills:</i> Oral Communication Written Communication, Computer/ICT Skills		
OTHER QUALIFICATIONS			
e.	Must have knowledge in the use and troubleshooting of Desktop Computers and the use of Microsoft Office Productivity Tools;		
f.	Can work with minimum supervision;		
g.	Exemplary interpersonal skills;		
h.	Must be keen to details and mindful of deadlines.		

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/ sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. 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			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. 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			
k. Other documents as may be required for comparative 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 SWORN STATEMENT****CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____

Person Administering Oath

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.

CODE: ADAS3A, ADAS3B, ADAS3C

Job Description – Ver. 2

		JOB DESCRIPTION		JD No. ____	Revision Code: ____
Department of Education					
Position Title	Administrative Assistant III	Salary Grade	9		
Parent/Supervisory 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 AREAS/	DUTIES AND RESPONSIBILITIES
Financial Records and Reports	1. Ascertain that transaction 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	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	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.

CODE : ADAS 2A

Job Description – Ver. 2

		JOB DESCRIPTION		JD No. _____	Revision Code: ____
Department of Education					
Position Title	Administrative Assistant II	Salary Grade	8		
Parentetical Title		Governance Level	Schools Division Office/IU Secondary School		
Unit	Accounting/Budget/Implementing Unit (IU) Secondary School	Division	OSDS		
Reports to	Senior Bookkeeper/Accountant/School Head	Effectivity Date			
Positions Supervised	N/A	Page/s			
JOB SUMMARY					
This position shall assist the Senior Bookkeeper and/or School Head in the performance of their functions, such as but not limited to undertaking the necessary accounting, budgeting, cash management and payroll services and other finance-related functions, 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)				

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

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Accounting Services	Assist the Senior Bookkeeper/School Head in the performance of the following: • Preparation/maintenance of registries of allotment and obligations • Preparation of financial and accountability reports and maintenance of subsidiary ledgers • Preparation of liquidation of cash advances • Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.) • Analysis of COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school/schools division • Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances • Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant.
Budgeting Services	Budgeting System • Assist in the conduct of orientations and workshops on the budgeting system • Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement. Budget Preparation • Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets • Provide clerical support in the preparation of budget proposals • Act as Liaison Officer to DBM, NEDA and other oversight bodies • Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications) • Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	Budget Execution • Assist in gathering of data needed in the preparation of cost efficiency computations • Prepare data needed to approve obligation requests • Gather data needed to evaluate and prepare status report on budget utilization • Prepares documents to approve fund transfer to other operating units Budget Accountability and Reports • Gather data needed in the preparation of budget accountability reports

CODE : A0A53D

		JOB DESCRIPTION		JD No. _____	Revision Code: ____
Department of Education					
Position Title	Administrative Assistant III		Salary Grade	9	
Parent/Supervisory 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 AREAS	DUTIES AND RESPONSIBILITIES
Office Schedules	Schedules/calendars meetings/appointments of the SDS with other offices/Staff by calendaring, following up and confirming attendance of both parties

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Communications/Documents	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	Entertains visitors/guests of the Director/Directorate by attending to their needs promptly thus lessening the time demand on the Director.
Records/Files	Identifies/sorts official documents, correspondence per programs/projects as to confidentiality and importance for proper labeling/ filing and safekeeping for future reference
Personnel Matters	Monitors daily attendance of employees/staff in the Directorate by recording daily attendance and comparing time card versus logbook
Technical/Administrative Support	- 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