



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

November 15, 2021

DIVISION MEMORANDUM

No. 257 s. 2021

**ANNOUNCEMENT OF RECRUITMENT AND SELECTION OF
ADMINISTRATIVE ASSISTANTS II AND III**

To : Assistant Schools Division Superintendents
SGOD and CID Chiefs
HRMPSB Members
Secondary and Elementary School Principals/OICs
All Others Concerned

1. This is to announce the recruitment and selection for the following vacant Administrative Assistants II and III positions:
 - 1.1 13 Administrative Assistant II (Disbursing Officer)
 - 1.2 7 Administrative Assistant III (Bookkeeper)
2. Enclosed to this Memorandum are the following:
 - 2.1 Qualification Standards
 - 2.2 Key Result Areas (KRAs)
 - 2.3 Schedule of Recruitment and Selection activities
 - 2.4 Documents to be submitted
 - 2.5 Composition of the Division Human Resource Merit Promotion and Selection Board (HRMPSB)
3. As part of the Interim Guidelines on Appointments and Other Human Resource Actions (IGA-OHRA) and the SDO's adherence to IATF's health and safety protocols, the selection process will be conducted virtually via MS Teams. Only the HRMPSB and ICT Unit personnel will stay at the SDO Conference Hall. The link to the open ranking will be emailed to all qualified applicants.
4. This Office emphasizes the provision of equal employment opportunity to all qualified applicants who meet the Qualification Standards (QS). There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliations. (2017 ORA-OHRA Rule IX. Sec. 83 page 17)
5. Immediate and wide dissemination of this Memorandum is desired.

/HRMPSB-SEC


ZENIA G. MOSTOLES, EdD CESO V
Schools Division Superintendent



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Enclosure No. 1, to the Division Memorandum No. _____, s. 2021

QUALIFICATION STANDARDS

| Position Title/Description | Salary Grade | Education | Experience | Training | Eligibility |
|---|--------------|---|-------------------------------|------------------------------|---|
| Administrative Assistant III (Senior Bookkeeper) | 9 | Completion of 2 years' studies in college (Preferably with 9 units in Accounting) | 1 year of relevant experience | 4 hours of relevant training | Career Service (Sub-Professional) 1 st level eligibility |
| Administrative Assistance II (Disbursing Officer) | 8 | Completion of 2 years' studies in college (Preferably with 9 units in Accounting) | 1 year of relevant experience | 4 hours of relevant training | Career Service (Sub-Professional) 1 st level eligibility |





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Enclosure No. 2, to the Division Memorandum No. ____, s. 2021

KEY RESULT AREAS

ADMINISTRATIVE ASSISTANT III (BOOKKEEPER)

| Key Result Area/s | Duties and Responsibilities |
|---|--|
| Financial Records and Reports | <ul style="list-style-type: none"> • Ascertains that transaction have been properly recorded in books • Verifies financial statements made by subordinate, verifies the journal voucher • Prepares adjusting entries and journal vouchers • Prepares trial balances, monthly statements of income and expenditure and other financial statements |
| Account Tracking | <ul style="list-style-type: none"> • Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports • Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records |
| Financial Transactions Recording Procedures | <ul style="list-style-type: none"> • 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 • Provides inputs for improvement of accounting section • Reviews, revises and gives feedback on the work of accounting and bookkeeping staff |

ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)

1. Assists in collection of funds and deposits
2. Prepares remittance and deposit slips
3. Prepares report of collections and deposits
4. Prepares report of disbursements
5. Controls payroll and prepares vouchers for salaries and wages
6. Processes checks and advise of checks issued and cancelled
7. Prepares report of checks issued and cancelled
8. Assists in collection of funds and deposits
9. Prepares remittance and deposit slips





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Enclosure No. 3, to the Division Memorandum No. _____, s. 2021

SCHEDULE OF RECRUITMENT AND SELECTION ACTIVITIES

| Date | Activity |
|-----------------------------------|--|
| On or before November 22, 2021 | Submission of original documents of requirements following DO 66, s.2007 in the Records Unit (Use a blue folder with cover page which includes the name of the applicant and position applied for.) |
| November 23-29, 2021 | Evaluation of the documents of applicants |
| December 1, 2021 | Orientation of Applicants Announcement of results of initial evaluation Online Examination |
| December 2-3, 2021 | Online Interview |
| December 6, 2021 | HRMPSB Deliberation - Evaluation of documents and preparation of Comparative Assessment Results Online Announcement of Comparative Assessment Results |



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Enclosure No. 4, to the Division Memorandum No. _____, s. 2021

LIST OF ORIGINAL COPIES OF DOCUMENTS ON QUALIFICATION AND OUTSTANDING ACCOMPLISHMENTS BASED ON DO 66, S.2007 – NON-TEACHING LEVEL 1 TO BE SUBMITTED BY APPLICANTS IN THE RECORDS UNIT

- a. Letter of Intent
- b. CSC Form 212 – Personal Data Sheet
- c. Certification of Career Service Professional Eligibility (Second Level)
- d. Performance Rating for the last three rating periods prior to the screening (Should at least be very satisfactory)
- e. Certificates of Employment or Service Record (Experience must be relevant to the position.)
- f. Outstanding Accomplishments
 - Outstanding Employee Award
 - Innovations
 - Research and Development Projects
 - Publication/Authorship
 - Consultant/Resource Speakers in Trainings/Seminars/Workshops/Symposia
- g. Transcript of Records (Bachelor's Degree and Post Graduate Studies if any (CHED certification for TORs from private schools)
- g. Certificates of participation in trainings
- h. Omnibus Certification on Authenticity and Veracity of Documents submitted

NOTE: Use a blue folder with cover page which includes the name of the applicant and position applied for.





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Enclosure No. 5, to the Division Memorandum No. ____, s. 2021

DIVISION HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)

Chairperson : ROWENA T. QUIAMBAO, CESE - Assistant Schools Division Superintendent

Members : Gregorio C. Quinto, Jr., Ed.D - CID Chief
Cecilia S. Custodio, PhD - SGOD Chief
Ms. Josefina S. Pedroche - Administrative Officer V
Ms. Victoria O. Madrigal - Administrative Officer IV, Personnel Unit

Secretariat : Ms. Karen Minette T. Danganan
Ms. Crisanta Q. Alfonso

ICT Unit Staff: Mr. Justine SJ. Legaspi



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