



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

May 17, 2022

DIVISION MEMORANDUM
No. 163 s. 2022

**ANNOUNCEMENT OF RECRUITMENT AND SELECTION OF VARIOUS
NON-TEACHING POSITIONS**

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 to fill up the vacant Administrative Assistants II and III and Administrative Aides I and VI positions to be deployed in various elementary and secondary schools and in the Schools Division Office Proper.
2. The said open ranking aims to provide a pool of qualified applicants to fill the vacant Administrative Assistants II & III and Administrative Aides I and VI positions.
3. Enclosed to this Memorandum are the following:
 - 3.1.1 Job Description and Qualification Standards
 - 3.1.2 Key Result Areas (KRAs)
 - 3.1.3 List of Schools where ADASS II and III will be deployed
 - 3.1.4 Schedule of Recruitment and Selection activities
 - 3.1.5 Documents to be submitted
 - 3.1.6 Composition of the Division Human Resource Merit Promotion and Selection Board (HRMPSB)
4. As part of 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.
5. 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)



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6. Immediate and wide dissemination of this Memorandum is desired.


ZENIA G. MOSTOLES, EdD CESO V
Schools Division Superintendent

Division HRMPSB-Level I
May 17, 2022



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Enclosure No. 1, to the Division Memorandum No. ____, s. 2022

PREFERRED QUALIFICATION STANDARDS

Position Title/Description	Salary Grade	Education	Experience	Training	Eligibility
Administrative Assistant III (Bookkeeper)	9	Completion of 2 years' studies in college (Preferably with 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 and Admin Functions)	8	Completion of 2 years' studies in college (Preferably with units in Accounting as Disbursing Officer)	1 year of relevant experience	4 hours of relevant training	Career Service (Sub- Professional) 1 st level eligibility
Administrative Aide VI (Clerk III)	6	Completion of 2 years' studies in college (With computer expertise)	None required	None required	Career Service (Sub- Professional) 1 st level eligibility
Administrative Aide I (Utility Worker I)	1	Must be able to read and write	None required	None required	None required





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Enclosure No. 2, to the Division Memorandum No. 163, s. 2022

KEY RESULT AREAS

ADMINISTRATIVE ASSISTANT III (BOOKKEEPER)

Key Result Area/s	Duties and Responsibilities
Financial Records and Reports	Ascertains that transaction have been properly recorded in books. Verify financial statements made by subordinate, verify the journal voucher Prepares adjusting entries and journal vouchers Prepares trial balances, monthly statements of income and expenditure and other financial statements.
Account Tracking	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	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)	
<ol style="list-style-type: none">1. Assists in collection of funds and deposits2. Prepares remittance and deposit slips3. Prepares report of collections and deposits4. Prepares report of disbursements5. Controls payroll and prepares vouchers for salaries and wages6. Processes checks and advise of checks issued and cancelled7. Prepares report of checks issued and cancelled8. Assists in collection of funds and deposits9. Prepares remittance and deposit slips	



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ADMINISTRATIVE ASSISTANT II (Loan Verifier)	
Loan Verification	Act on all e-mailed requests for net take-home pay verification received Strictly follow the Procedures for Verification of the Net Take Home Pay Exercise diligence and prudent judgement to ascertain that the pertinent information to be used for verification Check that the contractual interest rate of the loans being applied for are within the DepEd prescribed ceilings
Salary Administration	Assist in checking the accuracy of salaries, and benefits given to employees on a periodic basis and respond to queries pertaining to salary/benefit claims Submit to RPSU pertinent documents for payment of salaries, allowances, and benefits Assist in computing necessary deduction for inclusion in the monthly payroll Assist in computing salary adjustment based on new salary schedule, changes/adjustments in deductions and communicate such to personnel concerned (NOSI and NOSA) Assist in providing technical assistance to a cluster of schools, limited to loans payroll processing and salary administration
Finance-related reports and records management	Records information on application for loans Maintain 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 Submit to the RPSU the monthly report of financial obligations verified Prepare other reports in relation to these duties and responsibilities for submission to the Division Office, Regional Office, Central Office and concerned APDS Task Forces Report directly to the DepEd official that designated him/her as Verifier and to the concerned APDS Task Force, in addition to his/her immediate supervisor prior to this designation Assist in ensuring complete and correct documentation required for the budget proposals before submission to superior for approval Assist in the monitoring and recording of expenditures of SDO/School in the appropriate registry

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ADMINISTRATIVE ASISTANT II (SHS)

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
Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head

ADMINISTRATIVE AIDE VI

Schedules Administrative Service Activities	Schedules/calendars meetings/appointments/training/workshops
Records and files	Documents/communications received, routed, tracked Filing system created and maintained Documents filed, retrieved to Records Office or disposed as needed Comprehensive and complete minutes of meetings/agenda attended Daily attendance of Administrative Service Staff (to establish staff location)
Administrative Support	Encoded documents Support/logistics to training and conferences (registration/attendance, tokens, certificate of appearance) Supporting documents, petty cash, documents/forms
Secretariat and frontline	Travel bookings made Appointment, venue, meals arranged Received/routed calls Visitors responded to Follow through on inquiries





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ADMINISTRATIVE AIDE I (Utility Worker I)	
Maintains the cleanliness and orderliness of the assigned area	Cleans the offices and hallway Cobwebs from ceiling dusted and removes regularly Sweeps the floor and exterior areas Cleans the windows, furniture, airconditioning filter and cover in the assigned area Cleans and maintains floor surfaces, ceilings and windows (mopping, sweeping, scrubbing, vacuuming) Laundered rags
Maintenance of proper sanitation	Polished and sanitizes toilets, sinks, mirrors Fills soaps/sanitizers Clea ns restrooms and replenish supplies
Compliance with Waste Management	Collects and transports waste from offices to waste storage area Washing and decontaminating waste bins once a day and as necessary Practices waste management and proper segregation of waste materials Empty trash receptacles and ensure appropriate disposing of trash
Landscaping and ground improvement	Drained and cleaned gutters and canals and assisted in the landscaping of zones and concreting of pathways
Maximum utilization of service/other tasks	Reports to the concerned personnel any damages that need repairs, e.g. leaking water pipes, broken furniture and fixture, etc. Ensures that all doors and windows are locked and lights are turned oof before leaving Move equipment and furnitures around the building Assist with meal service tasks or prepare simple foods ocassionally Changed light bulbs Decorate premises for special events Performed other tasks as maybe assigned
General behavior (including attitude, attendance and grooming)	No absences/tardiness Always in clean cloth with ID and well-groomed Courteous, diligent, honest, respectable to superior, personnel and visitors Shows initiative and positive attitude towards work and follows protocol of the Office Able to assist co-workers in the successful completion of specific tasks



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Enclosure No. 3 to the Division Memorandum No. ____, s. 2022

LIST OF SCHOOLS WHERE ADASs II and III, ADA VI & I WILL BE DEPLOYED

Administrative Assistant III (Bookkeeper)	<ul style="list-style-type: none">- Julian Sumbillo HS- Tiaong HS- Frances HS- Hagonoy West District- San Ildefonso HS
Administrative Assistant II (Disbursing Officer)	<ul style="list-style-type: none">- Alexis Santos HS- Julian Sumbillo HS- FVR HS- Akle HS- Norzagaray HS- San Francisco Xavier HS- Virginia Ramirez HS (loan verifier)
Administrative Assistant II (Senior High School)	<ul style="list-style-type: none">- Fortunato F. Halili NAS- Binabag NHS- Sta, Cruz HS- Minuyan HS- Iluminada Roxas Mendoza HS- Balagtas HS- Taliptip NHS- Other schools to be announced





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Enclosure No. 4, to the Division Memorandum No. 163, s. 2022

SCHEDULE OF RECRUITMENT AND SELECTION ACTIVITIES

Date	Activity
On or before May 25, 2022	Submission of original documents of requirements following DO 66, s.2007 in the Records Unit (Use red folder with cover page which includes the name of the applicant and position applied for.)
May 26-June 1, 2022	Evaluation of the documents of applicants
June 02, 2022	Emailing of applicants as to the result of the initial evaluation
June 3, 2022	Orientation Online Examination Online Interview
June 8, 2022	HRMPSB Deliberation - Evaluation of documents and preparation of Comparative Assessment Results Online Announcement of Comparative Assessment Results



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Enclosure No. 5, to the Division Memorandum No. 143, s. 2022

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 (First 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
 - 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 red folder with cover page which includes the name of the applicant and position applied for.



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Enclosure No. 6, to the Division Memorandum No. 163, s. 2022

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 Mineth Danganan
Ms. Crisanta Alfonso



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