



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


February 20, 2023

DIVISION MEMORANDUM
No. 066 s. 2023

**ANNOUNCEMENT OF RECRUITMENT AND SELECTION OF VARIOUS VACANT
ADMINISTRATIVE 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 for the vacant Administrative Assistants III (Bookkeeper) and Administrative Assistant II (Disbursing Officers, Loan Verifiers and SHS) positions to be deployed in various elementary and secondary schools.
2. The said open ranking aims to provide a pool of qualified applicants to fill the vacant Administrative Assistant III and Administrative Assistant II positions.
3. Enclosed to this Memorandum are the following:
 - 3.1.1 Job Description and Qualification Standards
 - 3.1.2 List of Schools where ADASs II and III will be deployed
 - 3.1.3 Schedule of Recruitment and Selection activities
 - 3.1.4 Documents to be submitted
 - 3.1.5 Composition of the Division Human Resource Merit Promotion and Selection Board (HRMPSB)
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.


ROWENA T. QUIAMBAO, CESE
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent





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Enclosure No. 1, to the Division Memorandum No. 066, s. 2023

CSC QUALIFICATION STANDARDS

Position Title/Description	Salary Grade	Education	Experience	Training	Eligibility
Administrative Assistant III (Bookkeeper)	9	Completion of 2 years' studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) 1st level eligibility
Administrative Assistant II (Disbursing Officer, Loan Verifiers and Admin Functions)	8	Completion of 2 years' studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) 1st level eligibility





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Enclosure No. 2, to the Division Memorandum No. 046, s. 2023

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)

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





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9. Prepares remittance and deposit slips

ADMINISTRATIVE ASSISTANT II (Loan Verifier)	
Loan Verification	<p>Act on all e-mailed requests for net take-home pay verification received</p> <p>Strictly follow the Procedures for Verification of the Net Take Home Pay</p> <p>Exercise diligence and prudent judgement to ascertain that the pertinent information to be used for verification</p> <p>Check that the contractual interest rate of the loans being applied for are within the DepEd prescribed ceilings</p>
Salary Administration	<p>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</p> <p>Submit to RPSU pertinent documents for payment of salaries, allowances, and benefits</p> <p>Assist in computing necessary deduction for inclusion in the monthly payroll</p> <p>Assist in computing salary adjustment based on new salary schedule, changes/adjustments in deductions and communicate such to personnel concerned (NOSI and NOSA)</p> <p>Assist in providing technical assistance to a cluster of schools, limited to loans payroll processing and salary administration</p>
Finance-related reports and records management	<p>Records information on application for loans</p> <p>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</p> <p>Submit to the RPSU the monthly report of financial obligations verified</p> <p>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</p> <p>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</p> <p>Assist in ensuring complete and correct documentation required for the budget proposals before submission to superior for approval</p>





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Assist in the monitoring and recording of expenditures of SDO/School in the appropriate registry

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 te school, as deemed necessary
Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head





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Enclosure No. 3 to the Division Memorandum No. 096, s. 2023

LIST OF SCHOOLS WHERE ADASs II and III WILL BE DEPLOYED

Administrative Assistant III (Bookkeeper)	-	AFG Bernardino MTS Tiaong HS Cambaog HS Dona Candelaria Meneses HS Virginia Ramirez-Cruz HS Norzagaray NHS DRT District Hagonoy West District Pandi North District Pulilan District San Rafael West District Bulakan District Marilao South District
Administrative Assistant II (Disbursing Officer)	-	Angat NHS North Hills Village HS San Francisco Xavier HS San Rafael West Plaridel District Pandi South District
Loan Verifier	-	Alexis Santos NHS Angat NHS Dr. Felipe de Jesus NHS DRT HS Mariano Ponce NHS San Francisco Xavier NHS
Senior High School	-	Angat NHS Batia HS Bunsuran NHS Maronquillo NHS San Ildefonso NHS Sapang Bulac NHS Sta. Cruz NHS

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Enclosure No. 4, to the Division Memorandum No. 066, s. 2023

SCHEDULE OF RECRUITMENT AND SELECTION ACTIVITIES

Date	Activity
On or before March 7, 2023	Submission of original documents of requirements based on DO 66, s.2007 to the Records Unit
March 8-10, 2023	Evaluation of the documents of applicants
March 13, 2023	Emailing of applicants as to the result of the evaluation
March 14, 2023	Online Orientation of all qualified applicants Online Examination Online Interview
March 15, 2023	HRMPSB Deliberation - Evaluation of documents and preparation of Comparative Assessment Results
March 17, 2023	Online Announcement of Comparative Assessment Results



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Enclosure No. 5, to the Division Memorandum No. 066, s. 2023

**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. 066, s. 2023

DIVISION HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)

Chairperson : CECILIA E. VALDERAMA, PhD
Assistant Schools Division Superintendent

Members : Cecilia S. Custodio, PhD
SGOD Chief

Ms. Josefina S. Pedroche
Administrative Officer V

Ms. Victoria O. Madrigal
Administrative Officer IV, Personnel Unit

Agnez M. Seifnezhad, CPA
Accountant III

Secretariat : Ms. Hana Hernandez
Ms. Karen Mineth Danganan
Mr. Garry Salamat
Mr. Fresly John Corpuz