



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


DIVISION MEMORANDUM

No. 319 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:
 1. CSC Qualification Standards for the positions
 2. Schedule of Recruitment and Selection activities
 3. List of Schools where ADASs II and III will be deployed
 4. Job Description and Qualification Standards
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.
5. Immediate and wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V,
Schools Division Superintendent

July 18, 2023
HRMPSB





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Enclosure No. 1, to the Division Memorandum No. 319, 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 (preferably with accounting units)	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) 1 st 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) 1 st level eligibility





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Enclosure No. 2, to the Division Memorandum No. 319, s. 2023

SCHEDULE OF RECRUITMENT AND SELECTION ACTIVITIES

Date	Activity
On or before August 04, 2023	Submission of documentary requirements to the Records Unit Please use the attached checklist of requirements
August 7-8, 2023	Initial Evaluation of the documents of applicants based on DepEd Order No. 7, s. 2023
August 09, 2023	Emailing of applicants as to the result of the evaluation
August 10, 2023	Examination and Interview
August 11, 2023	HRMPSB Deliberation - Evaluation of documents and preparation of Comparative Assessment Results
August 14, 2023	Posting of results





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Enclosure No. 3 to the Division Memorandum No. 319, s. 2023

LIST OF SCHOOLS WHERE ADASs II and III WILL BE DEPLOYED

Administrative Assistant III (Bookkeeper)	-	Tiaong HS DRT District Pandi North District Bulakan District
Administrative Assistant II (Disbursing Officer)	-	Cambaog NHS John J. Russell MHS Norzagaray East District Pandi South District
Loan Verifier	-	Alexis Santos NHS Angat NHS
Senior High School	-	Caniogan HS Akle HS Bunsuran NHS San Miguel Meysulao HS Prenza NHS San Ildefonso NHS Sapang Bulac NHS Sta. Cruz NHS Esteban Paulino HS Maligaya HS Talbak HS Virginia Ramirez NHS





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Enclosure No. 4 to the Division Memorandum No. 319, s. 2023

Duties and Responsibilities

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
9. 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

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