



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF BULACAN


DIVISION MEMORANDUM

No. 434 s. 2023

**DIVISION OPEN RANKING FOR THE VACANT ADMINISTRATIVE ASSISTANT III  
AND ADMINISTRATIVE ASSISTANT II**

To : Assistant Schools Division Superintendents  
CID and SGOD Chiefs  
HRMPSB Members  
Heads of Elementary and Secondary Schools  
All Others Concerned

1. This Office announces the Division Open Ranking for the vacant Administrative Assistant III and Administrative Assistant II positions in the Payroll Unit, Schools Division Office Proper to be held .
2. Enclosed to this Memorandum are the Qualification Standards for the above-mentioned vacant positions.
3. This Office emphasizes the provision of equal 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.
4. Attached are the following enclosures:
  - CSC Qualification Standards
  - Schedule of Recruitment and Selection Process
  - Duties and responsibilities
5. Immediate and wide dissemination of this Memorandum is desired.

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

October 05, 2023  
HR/hrmo



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Administrative Officer IV (SDO Bulacan -HRMO)  
 VICTORIA O. MADRIGAL

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

Noted:

**CSC Qualification Standards for the following positions:**

Position Title/Salary Grade	Education	Experience	Training	Eligibility
Administrative Assistant III/SG-09 (Payroll Unit)	Completion of two years in college	At least 1 yr of relevant experience	4 hours relevant training	CSC 1 <sup>st</sup> Level of Eligibility (Sub-Professional)
Administrative Assistant II/SG-08 (Finance Unit)	Completion of two years in college	At least 1 yr of relevant experience	4 hours relevant training	CSC 1 <sup>st</sup> Level of Eligibility (Sub-Professional)

Your assistance will be of great help in the processing of the appointment (Teacher II-promotion) that need to be completed as soon as possible of Sio. Chato Elementary School. She is currently accomplishing her requirements for supplementation of Certification of Eligibility of MRS. RODINA S. GARCIA, TEACHER I. This is to request your good office to expedite the processing of the

Greetings of peace.

To whom it may concern:

Quezon City, Philippines  
 Civil Service Commission NCR Office

MARCH 13, 2023

SCHOOLS DIVISION OF BULACAN  
 REGION III



Address: Provincial Capitol Compound, Brgy. Guinhawa,  
 City of Malolos, Bulacan  
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Enclosure No. 2 to the Division Memorandum No. s. 2023

**SCHEDULE OF RECRUITMENT AND SELECTION PROCESS**

DATE	ACTIVITY
October 13, 2023	Deadline of submission of the following documents on Qualification Standards to the Records Units or email to <a href="mailto:sdobulacanhrmpsb@deped.gov.ph">sdobulacanhrmpsb@deped.gov.ph</a> <ul style="list-style-type: none"><li>➤ Letter of Intent addressed to the Head of Office indicating the position being applied for</li><li>➤ Duly accomplished PDS</li><li>➤ Photocopy of Certificate of Eligibility</li><li>➤ Photocopy of Official Transcript of Records</li><li>➤ Photocopy of Certificates of Training attended</li><li>➤ Photocopy of Updated Service Record, Certificate of Employment</li><li>➤ Photocopy of latest appointment, if any</li><li>➤ Photocopy of the last Performance Rating in the current/latest position</li><li>➤ Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV)</li></ul> Note: No additional documents shall be accepted after October 13, 2023
October 16, 2023	Initial evaluation of the Qualification Standards
October 17, 2023	Emailing of qualified applicants
October 19, 2023	Appreciation of documents based on DepEd Order No. 7, 2023  Interview and examination
October 20, 2023	Deliberation of the HRMPSB
October 23, 2023	Submission of the Comparative Assessment Result to the SDS for approval
October 25, 2023	Posting of results



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Enclosure to the Division Memorandum No. s. 2023

Duties and Responsibilities of Administrative Assistant III to be designated as GSIS ERF Handler:

1. Receive the following documents from GSIS:
  - Billing filed for the due month;
  - Monthly reconciliation billing issues (RBIs); and
  - Notices of deficiency
2. Deduct from the monthly salaries of employees in their agency, the premiums and loan repayments due GSIS;
3. Prepare the monthly remittance files using the following as inputs:
  - Billing file for the due month;
  - Notices to deduct receive;
  - Data on their employees with increments or promotion that will take effect on the particular due month; and
  - List of employees from the agency who retired, separated, resigned or transferred to other agencies.
4. Ensure that the ERF complies with the format prescribed by GSIS and the indicated Business Partner numbers of the employees are correct and complete;
5. Accomplish the proper membership updating form for employees in their agencies;
6. Coordinated with the agency's AAO to ensure that membership updating forms are forwarded to the GSIS membership coordinators before the monthly remittance is paid;
7. Ensure that the monthly remittance for premiums and loans is paid before the 10<sup>th</sup> of the month following the due month; and
8. Prepare the membership updating forms addressing the RBIs, if applicable, before the preparation of the following month's remittance file.

Administrative Assistant III designated as DepEd Verifier

1. Act on all e-mailed requests for net take-home pay (NTHP) verification received from the following, who are within their scope of responsibility;
  - DepEd personnel, for their own APDS transactions with the APDS accredited private entities and government financial institutions such as the Land Bank of the Philippines;
  - GSIS Authorized Agency Officers (AAOs), for DepED Personnel's GSIS loan applications;
  - Designated Provident Fund (PF) loan processors, for DepED Personnel's PF loans; and



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- Central/Regional/Schools Division Office and Implementing Unit Secondary School Personnel Officers for DepEd Personnel's loans under the Home Development Mutual Fund (HDMF) or Pag-IBIG, for brevity;
2. Strictly follow the "Procedures for Verification of the Net Take Home Pay (NTHP) by the DepEd Verifier under the APDS", both Loans and for Insurance Premia and Membership Dues/Contributions, as stated in Annex B of Enclosure 2 and Annex C of Enclosure 3 of the DepEd Ore No. 18, s. 2018;
3. Exercise diligence and prudent judgment to ascertain that the pertinent information to be used for verification, as contained in the e-mailed requests are:
  - Complete, as required in the said Annex B of Enclosure 2 an Enclosure 3 of DO No. 18, s. 2018 (both Annexes attached for your reference); and
  - Authentic, based on the information in the official payroll
4. Record information on applications for loans under the following:
  - GSIS financial Assistance Loan Program for DepEd Personnel (GFAL) to be relayed by the AAO; and
  - Pag-IBIG loans to be relayed by the Head of Personnel Division/Unit in the Central/Region/Schools Division Offices and Implementing Unit secondary schools.
5. Submit to the Regional Payroll Services Units the monthly report of financial obligations verifies, with status (e.g. released, cancelled, etc)
6. Prepare other reports in relation to these duties and responsibilities for submission to the DepEd Schools Division Office, Regional Office, Central Office and concerned
7. Check that the contractual interest rate of the loans being applied for are within the DepEd prescribed ceilings.
8. Maintain the 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.
9. 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
10. Closely coordinate with other DepEd offices/personnel who are involved in APDS transactions, such as the Administrative and Finance Division/Unit and, in particular, the Regional Payroll Services Unit, and the AAOs, APDS Task Forces, strictly for official use.
11. Perform other related tasks as may be assigned by immediate superior.