



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

15 Sept 2023

DIVISION MEMORANDUM  
No. 980 s. 2023

**RECRUITMENT, SELECTION, EVALUATION AND RANKING OF APPLICANTS  
FOR ADMINISTRATIVE ASSISTANT II VACANT POSITION**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. The field is hereby informed of the division-wide recruitment and selection of interested applicants for **Administrative Assistant II** position. The Human Resource Merit Promotion and Selection Board (HRMPSB) will use **DepEd Order No. 019, s. 2022 or the DepEd Merit Selection Plan and DepEd Order No. 007, s. 2023 or the Guidelines on Recruitment, Selection, and Appointment in the Department of Education** in the recruitment and selection process.

Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	No. of Position	Place of Assignment (Plantilla)
Administrative Assistant II	OSEC-DECSB-ADAS2-270343-2017	SG 8	P 19, 744.00	1	Elementary School

2. City Schools Division of the City of Tayabas strictly adheres to the Equal Opportunity Principle (EOP) on Human Resource Management and Development and encourage all qualified and interested applicants to apply regardless of race, color, sex, religion, sexual orientation, gender identity, national origin, veteran, or disability status.

3. In line with this, all interested applicants are requested to submit all the needed documents indicated in DO No. 007, s. 2023 (**see attached Annex A**) **properly labelled with ear tag** per criterion at the Personnel Services Unit through the Records Section of this division or via e-mail at [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph) on or before **September 25, 2023 until 5:00 o'clock in the afternoon** and advised to register at <https://tinyurl.com/2023SDOTayabasApplicants> **AFTER** the submission of application. Moreover, see **Annex B** for the duties and responsibilities of the position to be filled.

5. **For fairness and equality among interested applicants**, submission of documents and/or additional credentials made **after the due date will not be accepted**, unless otherwise, this Office requests so for verification purposes of submitted documents and/or announces the extension of recruitment process.



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6. The qualification standards and competency requirements of the said position are as follows:

CSC Prescribed Qualifications				
Education	Trainings	Experience	Eligibility	Competency Requirement
Completion of two years in college	4 hours of relevant training	1-year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Self-Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral, Written communication and Computer Literate
CSC Preferred Qualifications				
Bachelor's degree in Business Administration, Major in Accounting; or Completion of at least 2-year studies in Bachelor's Degree in Accountancy or Commerce; or Completion of 2 years studies in college with at least nine (9) units in accounting	4 hours relevant training in Accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)	1-year relevant experience in accounting activities/tasks	Career Service Sub-Professional (First Level Eligibility)	As stated

7. Below is the timeline for the recruitment and selection process of the said position:

ACTIVITY	TIMELINE	VENUE
Deadline of Filing of application letter with complete supporting documents	September 25, 2023	Personnel Administration Services Unit / SDO Records Section
Initial Evaluation of the Qualification of Applicants viz-a-viz Qualification Standards (QS)	September 26-27, 2023	Personnel Administration Services Unit
Submission of Initial Evaluation Results (IER) to the HRMPSB for deliberation	September 28, 2023	Office of the Assistant Schools Division Superintendent



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Posting of the Initial Evaluation Results (IER)	September 28, 2023	DepEd Tayabas Bulletin Board, Website and Facebook Page
Comparative Assessment of Applicants <i>[Evaluation of Documents, Behavioral Events Interview (BEI), Written Examination (WE) &amp; Skills or Work Sample Tests (S/ WST)]</i>	October 2, 2023	SDO Conference Hall
HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	October 3, 2023	Office of the Assistant Schools Division Superintendent
Submission of CAR to the Appointing Authority	October 4, 2023	Office of the Schools Division Superintendent
Conduct of Background Investigation <i>Note: Upon the Request of the Appointing Authority</i>	-	-
Posting of Comparative Assessment Results	October 6, 2023	DepEd Tayabas Bulletin Board, Website and Facebook Page

8. Wide and immediate dissemination of this memorandum is desired.

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl: As stated

Reference: DepEd Order 019, s. 2022

DepEd Order 007, s. 2023

To be indicated in the Perpetual Index  
under the following subjects:

RSP  
ADMINISTRATIVE ASSISTANT II  
DIVISION MEMORANDUM

OSDS Personnel Unit – recruitment, selection, evaluation and ranking of applicants for administrative assistant ii vacant position  
None/September 12, 2023



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**Annex A**

**CHECKLIST OF REQUIREMENTS FOR ADMINISTRATIVE ASSISTANT II  
(As per DepEd Order No. 007, s. 2023)**

1. Letter of intent addressed to the Schools Division Superintendent;

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with attached Work Experience Sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Photocopy of the updated PRC ID License (must be Certified True Copy by the PRC) or authenticated CSC Certification of Eligibility (screenshot from verification system of CSC is acceptable), if applicable;
4. Photocopy of Certified true copy of Transcript of Records and Certification of Complete Academic Requirements, if applicable;
5. Photocopy of Certified true copy of Transcript of Records and Certification of Units Earned issued by the School Registrar of the following, if applicable;
- 5.1. Masteral Degree (if any);
  - 5.2. Doctoral Degree (if any);
6. Updated Service Record;
7. Certificate of Employment;
8. Certificate of Training/s attended, if applicable;
- 8.1. Additional Means of Verification (MOVs) for trainings attended
9. Checklist of requirements and omnibus sworn statement notarized by authorized official (*can be Barangay Captain or Notary Public*)
- Note: The form can be downloaded at <https://tinyurl.com/checklistandsworn>**

**Other documents as required in DepEd Order 007, s. 2023:**

10. Performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position (if applicable);

**Note: For positions with experience requirement:**

The performance rating for internal applicants shall be the rating obtained from the applicant's current or previous job or position that is relevant to the position to be filled. However, as a mandatory requirement, the applicant shall also be required to submit a performance rating of at least Very Satisfactory (VS) in the last rating period prior to the date of assessment or screening.

11. **Outstanding Accomplishment** acquired or earned after the last promotion (if any);

11.1. **Awards and recognition**

11.1.1. Outstanding Employee Award

- 11.1.1.1. Any issuance, memorandum or document showing the Criteria for the Search
- 11.1.1.2. Certificate of Recognition/Merit

11.1.2. Awards as Trainer/Coach

- 11.1.2.1. Any issuance, memorandum or document designating the applicant as trainer/coach.
- 11.1.2.2. Certificate of Recognition/Appreciation as Trainer/ Coach of a Winning Contestant/Event/Activity



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**11.2. Research and Innovation**

- 11.2.1. Proposal duly approved by the Head of Office or designated Research Committee per DO No. 16, s. 2017
- 11.2.2. Accomplishment report verified by the Head of Office
- 11.2.3. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office
- 11.2.4. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
- 11.2.5. Proof of citation by other researchers (whose study/research whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research

**11.3. Subject Matter Expert / Membership in National TWG or Committees** (relevant to the position being applied for)

- 11.3.1. Issuance or Memorandum showing the membership in National TWG or Committee;
- 11.3.2. Certificate of Participation or Attendance; and
- 11.3.3. Output/Adoption by the Organization/DepEd

**11.4. Resource Speakership/Learning Facilitation**

- 11.4.1. Issuance/Memorandum/Invitation/Training Matrix;
- 11.4.2. Certificate of Recognition/Merit/Commendation/Appreciation;
- 11.4.3. Slide deck/s used and/or Session guide/s

**11.5. NEAP Accredited Learning Facilitator**

- 11.5.1. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
- 11.5.2. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

**12. Application of Education** (contribution made by an applicant to their workplace as a result of their learnings from higher education units or degree/s earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position being applied for. The application of education must have led to significant positive results in the applicant's current or previous work.

**Note: For positions with experience requirement:**

**Relevant Intervention:**

- 12.1. Action Plan approved by the Head of Office
- 12.2. Accomplishment Report verified by the Head of Office
- 12.3. Certification of the utilization/adoption signed by the Head of Office

**13. Applications of Learning and Development (L&D)**

- 13.1. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP);
- 13.2. Action Plan/Re-entry Action Plan (REAP) / Job Embedded Learning (JEL) / Impact Project Applying the learnings from the L&D intervention done/attended, duly approved by the Head of Office;
- 13.3. Accomplishment report together with a General Certification that the L&D intervention was used/adopted by the Office at the local level;
- 13.4. Accomplishment report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.

**14. Latest approved appointment (if any).**



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**Annex B**

KEY RESULTS AREA (KRA)	DUTIES & RESPONSIBILITIES
<b>Accounting Services</b>	<p><b>Assist the Senior Bookkeeper/School Head in the performance of the following:</b></p> <ol style="list-style-type: none"> <li>1. Preparation/maintenance of registries of allotment and obligations</li> <li>2. Preparation of financial and accountability reports and maintenance of subsidiary ledgers</li> <li>3. Preparation of liquidation of cash advances</li> <li>4. Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.)</li> <li>5. Analysis of COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school/school's division</li> <li>6. Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances</li> <li>7. Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant.</li> </ol>
<b>Budgeting Services</b>	<p><b>Budgeting System</b></p> <ol style="list-style-type: none"> <li>1. Assist in the conduct of orientations and workshops on the budgeting system</li> <li>2. Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement.</li> </ol> <p><b>Budget Preparation</b></p> <ol style="list-style-type: none"> <li>1. Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets</li> <li>2. Provide clerical support in the preparation of budget proposals</li> <li>3. Act as Liaison Officer to DBM, NEDA and other oversight bodies</li> <li>4. Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications)</li> <li>5. Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations</li> </ol> <p><b>Budget Execution</b></p> <ol style="list-style-type: none"> <li>1. Assist in gathering of data needed in the preparation of cost efficiency computations</li> <li>2. Prepare data needed to approve obligation requests</li> <li>3. Gather data needed to evaluate and prepare status report on budget utilization</li> <li>4. Prepares documents to approve fund transfer to other operating units</li> </ol> <p><b>Budget Accountability and Reports</b></p> <ol style="list-style-type: none"> <li>1. Gather data needed in the preparation of budget accountability reports</li> </ol>



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