



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

22 AUG 2022

DIVISION MEMORANDUM

No. 579 s. 2022

**RECRUITMENT AND SELECTION OF APPLICANTS FOR
ADMINISTRATIVE ASSISTANT III**

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 III. All qualified and interested applicants are requested to submit their pertinent documents on or before **September 01, 2022** at the office of the Personnel Services Unit through Records Unit. The **DepEd Order No. 66, s. 2007** – Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions; and the **Regional Memorandum No. 434 s. 2017** – Internal Guidelines for the Implementation of DepEd Order No. 66, s. 2007 shall be used by the Human Resource Merit Promotion and Selection Board (HRMPSB) in the recruitment and selection process.

All qualified and interested applicants may submit regardless of race, color, sex, religion, sexual orientation, gender identity, national origin, veteran, or disability status.

Position Title	Plantilla Item No.	Salary Grade	No. of Position	Place of Assignment (Plantilla)
Administrative Assistant III	OSEC-DECSB-ADAS3-270276-2018	SG 9	1	Office of the Schools Division Superintendent (OSDS)



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

CSC Prescribed Qualification				
Education	Trainings	Experience	Eligibility	Competency Requirement
Completion of two years in College	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Self-Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and Written Communication
Preferred Qualification				
Education	Trainings	Experience	Eligibility	Competency Requirement
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)	Self-Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and Written Communication

3. Interested qualified applicants are advised to register at <https://tinyurl.com/depedtayabasonlineapplication> and submit **certified true copies** of the following documents **properly labelled, with ear tag** per criterion at the Records Section:

1. Letter of Intent addressed to the Schools Division Superintendent, NATIVIDAD P. BAYUBAY, CESO VI. *(Kindly indicate in your letter the Plantilla Item No. to which you intend to apply.)*
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-size picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at www.csc.gov.ph;
3. Photocopy of duly signed Performance Rating in the present position for the last 3 rating periods;
4. Photocopy of updated Service Record;



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5. Photocopy of Certificate of Employment with brief description of duties and responsibilities for applicant from private company and those on a Job Order/Contract-of-Service status;
6. Photocopy of authenticated CSC Certification of Eligibility/ Photocopy of updated PRC ID License (must be Certified True Copy by the PRC);
7. Photocopy of Authenticated Transcript of Records and Certification of Complete Academic Requirements (if applicable);
8. Certificate of Participation in a specialized training (e.g. Scholarship programs, short courses, study grants);
9. Certificate of Training/s attended for the last five (5) years or after the recent promotion which show/s that the applicant has obtained the following criterion:
 - a. participant in three (3) or more training activities in each level conducted for at least three (3) days and not credited during the last promotion (District level, Division level, Regional level), and/or;
 - b. participant in one (1) training conducted for at least three (3) days and not credited during the last promotion (National level, International level).
10. Latest approved appointment (if any);
11. Outstanding Accomplishment (if any);
 - a. Outstanding Employee Award
 - b. Innovation/s (Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official;
 - c. Research and Development Projects
 - d. Certificate as Consultant/Resource Speaker Trainings/ Seminars/ Workshops/Symposia
 - e. Publication/Authorship

Applicants are advised to submit the documents for their outstanding accomplishments in a sealed enveloped (**separate from their application**) which shall be opened during the scheduled evaluation of documents.

4. **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.
5. **Only those applicants who meet the minimum Qualification Standard shall proceed for further assessment/evaluation as stipulated in the DepEd Order No. 29, s. 2002 entitled "Merit Selection Plan of the Department of Education."**
6. Below is the timeline for the recruitment and selection process.

Activities	Venue	Schedule
Deadline of Filing of application letter with complete supporting documents.	SDO Records Unit/Receiving Section	September 01, 2022



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Pre-evaluation of the applicant's qualification viz-a-viz Qualification Standards	HRM Office	September 02, 2022
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the SDS	September 06, 2022
Written and Oral Communication Test of applicants Evaluation of documents and interview of applicants	SDO Conference Hall	September 08, 2022
HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)		September 12, 2022
Submission to the Office of the SDS the Comparative Assessment Result (CAR)	SDO Conference Hall	September 13, 2022
Conduct of Background Investigation	Upon the request of the Appointing Authority	
Posting of Results	DepEd Tayabas Bulletin board, website and FB page	September 15, 2022

7. All applicants are requested to be present during the evaluation and interview. For further inquiries, please email us at recruitment@depedtayabas.com.

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


NATIVIDAD P. BAYUBAY, CESO VI
 Schools Division Superintendent



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DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE ASSISTANT III

KRA	Duties and Responsibilities
Budgeting Services	<p>Budgeting System</p> <ul style="list-style-type: none"> • Assist in the conduct of orientations and workshops on the budgeting system • Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement. <p>Budget Preparation</p> <ul style="list-style-type: none"> • Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets • Provide clerical support in the preparation of budget proposals • Act as Liaison Officer to DBM, NEDA and other oversight bodies • Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications) • Review completeness of supporting documents of claims as to compliance with budgeting, accounting, and auditing rules and regulations <p>Budget Execution</p> <ul style="list-style-type: none"> • Assist in gathering of data needed in the preparation of cost efficiency computations • Prepare data needed to approve obligation requests • Gather data needed to evaluate and prepare status report on budget utilization • Prepares documents to approve fund transfer to other operating units <p>Budget Accountability and Reports</p> <ul style="list-style-type: none"> • Gather data needed in the preparation of budget accountability reports

