



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

15 September 2025

DIVISION MEMORANDUM  
No. **637** s. 2025

**RECRUITMENT, SELECTION, EVALUATION AND RANKING OF APPLICANTS TO  
ADMINISTRATIVE ASSISTANT II VACANT POSITIONS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Units/Sections  
All Others Concerned

1. The field is hereby informed of the division-wide recruitment and selection of interested applicants to **Administrative Assistant II** vacant positions. 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 Positions	Place of Assignment (Plantilla)
Administrative Assistant II	OSEC-DECSB-ADAS2-270027-2015	SG 8	P 21,448.00	1	Accounting Unit
	OSEC-DECSB-ADAS2-270343-2017			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 encourages 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 **DepEd Order No. 007, s. 2023 (see attached Annex A)** properly labelled with ear tags 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, 2025 until 5:00 o'clock in the afternoon**. Moreover, see **Annex B** for the duties and responsibilities of the position to be filled.



4. Applicant must clearly indicate in his/her intent letter the specific place of assignment he/she intends to apply to (Accounting Unit or Elementary School).
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. Likewise, individuals who failed to submit complete mandatory requirements on the set deadline indicated in the official memorandum shall not be included in the pool of applicants.
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 and Written communication

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, 2025	Personnel Administration Services Unit / SDO Records Section
Initial Evaluation of the Qualification of Applicants viz-a-viz Qualification Standards (QS)	September 26-29, 2025	Personnel Administration Services Unit
Submission of Initial Evaluation Results (IER) to the HRMPSB for deliberation	September 30, 2025	Office of the Assistant Schools Division Superintendent
Posting of the Initial Evaluation Results (IER)	September 30, 2025	DepEd Tayabas Bulletin Board, Website and Facebook Page
Comparative Assessment of Applicants [Evaluation of Documents, Behavioral Events Interview (BEI), Written Examination (WE) & Skills or Work Sample Tests (S/ WST)]	October 2, 2025	Office of the Assistant Schools Division Superintendent

HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	October 3, 2025	Office of the Assistant Schools Division Superintendent
Submission of CAR to the Appointing Authority	October 3, 2025	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, 2025	DepEd Tayabas Bulletin Board, Website and Facebook Page

**Note:** The scheduled timeline of activities is subject to change depending on the number of applications received.

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

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

Encl: As stated

References: 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 to administrative assistant ii vacant positions  
PERDG2T9-001911/September 15, 2025



**Annex A**

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

**Mandatory requirements**

1. Two (2) original copies of the duly accomplished Checklist of Requirements and Omnibus Sworn Statement, sworn before any public officer authorized to administer oaths (e.g., Barangay Captain);

**Note: The form can be downloaded at <https://tinyurl.com/OmnibusandChecklist>**

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

**CELEDONIO B. BALDERAS JR.**

Schools Division Superintendent

3. Fully accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture (CS Form No. 212, Revised 2025) with attached **Work Experience Sheet** which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);

4. Photocopy of the updated PRC ID License (must be Certified True Copy by the PRC) for RA 1080-relevant eligibility; or Certified True Copy of the CSC Certificate of Eligibility or screen capture of the CSC eligibility using the Civil Service Eligibility Verification System (for CSC eligibility);

5. Photocopy of the Certified True Copy of Transcript of Records for Bachelor's Degree and Diploma;

6. Photocopy of Certified True Copy of Transcript of Records and Certification of Units Earned issued by the School Registrar of the following, if applicable;

6.1. Masteral Degree (if any);

6.2. Doctoral Degree (if any);

7. Photocopy of Certificate(s) of relevant training attended within the last five years, acquired after the last date of promotion, if applicable;

7.1. Additional Means of Verification (MOVs) for trainings attended

8. Updated Service Record;

9. 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;

**Other documents as required in DepEd Order 007, s. 2023 (acquired after the date of last appointment)**

10. Performance rating covering one (1) year complete performance rating period acquired in the current or previous job or position relevant to the position prior to the date of submission (if applicable);

**Note:** Performance ratings must be derived from the authorized performance evaluation tool; a certificate of rating alone will not be accepted. In the absence of the applicable performance evaluation tool, no proxy measures shall be considered.

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

a. For internal applicants:

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.

b. For external applicants:

For external applicants, the certificate of rating must be supported with the performance evaluation tool. He/She shall submit performance rating/s from current or previous work that is relevant to the position to be filled. Non-submission of performance rating/s for any reason gets a zero score for performance criterion. No proxy measure shall be considered in the absence of the applicable performance rating.

**Note: For positions with NO experience requirement:**

a. Applicants to positions that do not require previous experience must submit any of the following:

- Certified true copy of Board exam rating;
- Certified true copy of CS exam rating;
- General Weighted Average (GWA) in the highest grade level

attained transmuted to a percentage scale (for General Services positions; for positions with no eligibility requirement)

b. An applicant with prior experience who applies to a position that do not require experience, his performance rating shall be the basis for giving points.

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

**11.1. Awards and recognition** *(All listed MOVs shall be submitted to earn points)*

**11.1.1. Citation or Commendation** (This shall apply only to General Services Positions)

**11.1.1.1. Letter of Citation or Commendation** from previous employer

**11.1.2. Awards as Trainer/Coach** (This shall apply only to School Administration Positions)

**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

**11.1.3 Outstanding Employee Award**

**11.1.3.1 Any issuance, memorandum or document** showing the Criteria for the Search

**11.3.1.2 Certificate of Recognition/ Merit**

**11.1.4 Academic or Inter-School Awards** (This shall apply only to applicants with no or less than 1 year work experience)

**11.1.4.1 Academic or inter-school award** or;

**11.1.4.2 Ten Outstanding Students of the Philippines (TOSP)** Award or;

**11.1.4.3 Certification or any document** that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination

**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
- 11.4. Resource Speakership/Learning Facilitation** (*All listed MOVs shall be submitted to earn points*)
  - 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

**Note: For positions with NO experience requirement:**

Applicants to positions that do not require previous work experience must submit the GWA in the highest academic/grade level earned as evidenced by Transcript of Records/ Certificate of GWA/ Diploma/ Special Order from the Commission on Higher Education (CHED) or other certifications.

**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); for external applicants, a certification from HR stating that the L & D intervention is aligned to the core tasks of the incumbent or previous position shall be required;
- 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).

**Note:** During the deliberation process, the applicants shall bring their original copies of documents for validation. Failure to show the original documents shall nullify the points of the criterion where it represents.



**Annex B**

**Administrative Assistant II- Accounting Unit**

**Job Summary**

To support accounting operations by filing documents; reconciling statements, running software programs.

KEY RESULTS AREA (KRA)	DUTIES & RESPONSIBILITIES
Accounting Records	1. Receives accounting documents and maintains a record by photocopying and filing documents upon receipt, for future reference. 2. Maintains accounting databases by entering data into the computer and processing backups. 3. Reconciles bank statements by comparing statements with general ledger.
Accounting Reports	1. Verifies financial reports by running performance analysis software program. 2. Determines value of depreciable assets by running depreciation software program.

**Administrative Assistant II- Elementary School**

Major functions of Administrative Assistant II shall be as follows:

1. Maintenance of schools' subsidiary ledgers related to cash advances.
2. Assistance to school heads in the preparation of liquidation reports on cash advances.
3. Preparation and submission to the Division Office the reports on Monthly Summary of Cash Advances Received, Liquidated and Balances; and
4. Other related bookkeeping and accounting tasks for the clustered schools and the Division Offices as may be assigned by the SDS.