



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

13 DEC 2021

DIVISION MEMORANDUM
No. 453 s. 2021

**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. This Office announces to the field the division-wide recruitment and selection of applicants regardless of age, sex, civil status, ethnicity, disability, religion, and political affiliation.

Position Title	No. of Position	Work Assignment (Plantilla)
Administrative Assistant III	5	<ul style="list-style-type: none">(3) SDO Proper – Office of the Schools Division Superintendent(2) Elementary

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

CSC Prescribed Qualification				
Education	Training	Experience	Eligibility	Competency Requirement
Completion of two-year studies 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, Computer literate using different platforms
Preferred Qualification				
Education	Training	Experience	Eligibility	Competency Requirement
Bachelor's degree in Business Administration,	4 hours relevant training in	1 year relevant experience in	As stated above	As stated above



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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	Accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)	accounting activities/ tasks		
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3. Interested qualified applicants are advised to register at <https://tinyurl.com/depedtayabasapplicants> and submit the following documents (photocopy) **properly labelled, with ear tag** per criterion:

1. Application letter addressed to the Schools Division Superintendent
2. Two (2) copies of CSC Form 212 revised 2017 (Personal Data Sheet) and Work Experience Sheet (Attachment to CS Form No. 212)
3. Performance Rating in the last 3 consecutive years rating period
4. Service Record and or/ Certificate of Employment with brief description of duties and responsibilities
5. Authenticated Certificate of Board Rating/Eligibility
6. Authenticated Transcript of Records, Certification of Complete Academic Requirements (if applicable) and Diploma
7. Certificate of Trainings for the last three (5) years or after the recent promotion
8. Latest approved appointment
9. Required documents for evaluation as stipulated in the DO 66, s. 2007 (Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions)

10. Outstanding Accomplishment

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. Applicants must ensure that their documents are accurate, complete, and are submitted on time. **Late** documents and/or **incomplete** documents shall not be accepted. No retrieval and no submission of additional documents shall be allowed once **"Received"** by the office.

5. Below is the timeline for the recruitment and selection process.

Activities	Venue	Schedule
Filing of application letter with complete supporting documents.	SDO Records Unit/Receiving Section	December 16, 2021
Pre-evaluation of the applicant's qualification viz-aviz Qualification Standards	HRM Office	December 17, 2021
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the SDS	December 20, 2021



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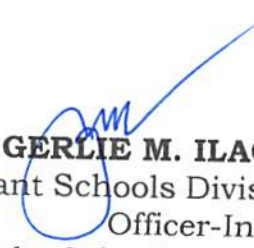


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Written and Oral Communication Test of applicants Evaluation of documents and interview of applicants	SDO Conference Hall	December 21, 2021
HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)		December 22, 2021
Submission to the office SDS the Comparative Assessment Result (CAR)	SDO Conference Hall	December 23, 2021
Conduct of Background Investigation	Upon the request of the Appointing Authority	
Posting of Results	SDO Bulletin Board and 2 conspicuous places	December 27, 2021

6. Applicants are requested to be physically present during the evaluation and interview if not please contact Ms. Ferex O. Zafranco @ 09286865373.

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


GERLIE M. ILAGAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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DUTIES AND RESPOSIBILITIES OF ADMINISTRATIVE ASSISTANT III

Accounting Services

For DepEd Implementing Units:

- Prepare/maintain registries of allotment and obligations.
- Prepare financial and accountability reports and maintains subsidiary ledgers.
- Pre-audit financial documents (disbursement vouchers, liquidation reports, etc.).
- Analyze COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school.
- Perform other related bookkeeping and accounting tasks as may be assigned by the School Head and/or SDS.

For DepEd Non-Implementing Units:

- Maintain school's subsidiary ledgers related to cash advances.
- Assist the school head in the preparation of liquidation of cash advances.
- Prepare and submit to the Schools Division Office the Monthly Summary of Cash Advances Received, Liquidated and Balances.
- Perform other related bookkeeping and accounting tasks for the schools/schools division as may be assigned.

Salary Administration and Payroll Processing

- Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary /benefit claims.
- Submit to the Regional Payroll Services Unit (RPSU) pertinent documents for payment of salaries, allowances, and benefits.
- Compute necessary deduction for inclusion in the monthly payroll.
- Compute salary adjustment based on new salary schedule, changes/adjustments in deductions and communicate such to personnel concerned (Notice of Step Increase (NOSI) and/or Notice of Salary Adjustment (NOSA).
- Assist in providing technical assistance to a cluster of schools, limited to payroll processing and salary administration.
- Handle the administration of the Biometric system.
- Keep abreast with company policies and tax legislations that impact on remuneration.
- 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.
- Closely coordinate with other DepEd offices/personnel who are involved in salary administration and payroll transactions, such as the Administrative and Finance Divisions/Units, and, in particular, the Regional Payroll Services Units, the AAOs, the Personnel Officer in-charge of Pag-IBIG and the office in charge of the DepEd Provident Fund.



Payroll-related Services

As designated GSIS Authorized Agency Officer:

- Certify the loan applications of members in their agencies as to the following:
 - That the net take home pay of members is sufficient to cover the regular monthly amortization of the loan applied for;
 - That loan borrowers are in active service;
 - That loan borrowers have no pending administrative and/or criminal charge; and
 - That in case of separation from the service, the agency shall make the final payment to members only after clearance is obtained from GSIS;
- Ensure that there is an Alternate AAO available or on duty during his/her absence, who shall be granted access to the AAO module (facility that will electronically transmit to the AAO, the loan applications of members for approval) on loan certification only on those dates when the Principal AAO is on leave;
- Transmit electronically to GSIS, all membership updating request forms;
- Coordinate with Electronic Remittance File (ERF) officers on the following:
 - Timely deduction of the monthly amortization due on the loans certified or approved;
 - Changes in the membership records submitted to GSIS are duly reflected in the next generated remittance file; and
 - Resolution of the Reconciliation Billing Issues (RBIs) forwarded by GSIS;
 - Preparation of appropriate membership updating forms and transmittal to GSIS before the following month's remittance.
- Monitor feedback from the GSIS Membership Coordinator and to submit any additional requirements promptly;
- Transmit to the officer or employee concerned of the agency, the circulars and/or information dissemination materials, and requests for data or information forwarded by the GSIS through the AAO module or email address of the AAO; and
- Attend trainings and re-trainings on the use of the AAO module, the functions of the AAOs and the evaluation of performance of the AAOs

Payroll-related Services

As designated Electronic File Remittance (ERF) Handler

- Receive, on behalf of their agency, the following documents from GSIS:
 - Billing file for the due month;
 - Monthly reconciliation billing issues (RBIs); and
 - Notices of deficiency
- Deduct from the monthly salaries of employees in their agency, the premiums and loan repayments due GSIS.
- Prepare the monthly remittance files using the following as inputs:
 - Billing file for the due month;
 - Notices to deduct received;



- 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.
- Ensure that the ERF complies with the format prescribed by GSIS and the indicated Business Partner numbers of the employees are correct and complete.
- Accomplish the proper membership updating form for employees in their agencies;
- Coordinate with the agency's AAO to ensure that membership updating forms are forwarded to the GSIS membership coordinators before the monthly remittance is paid;
- Ensure that the monthly remittance for premiums and loans is paid before the 10th of the month following the due month; and
- Prepare the membership updating forms addressing the RBIs, if applicable, before the preparation of the following month's remittance file.

Payroll-related Services

As designated DepEd Verifier:

- 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
 - 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;
- Strictly follow the "Procedures for Verification of the Net Take Home Pay (NTHP) by the DepEd Verifier under the APDS", both for Loans and for Insurance Premia and Membership Dues/Contributions, as stated in DepEd Order (DO) No. 18, s. 2018;
- Exercise diligence and prudent judgment to ascertain that the pertinent information to be used for verification, as contained in the e-mailed request, are:
 - Complete, as required in the said DO No. 18, s. 2018; and
 - Authentic, based on the information in the official payroll.
- 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.



- Submit to the Regional Payroll Services Units the monthly report of financial obligations verified, with status (e.g. released, cancelled, etc.).
- Prepare other reports in relation to these duties and responsibilities for submission to the DepEd Schools Division Office, Regional Office, Central Office, and concerned
- Check that the contractual interest rate of the loans being applied for are within the DepEd prescribed ceilings, as follows (based on DO No. 18, s. 2018):
- 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.
- Submit to the Regional Payroll Services Units the monthly report of financial obligations verified, with status (e.g. released, cancelled, etc.).
- 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.
- 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.
- Perform other related tasks as may be assigned by immediate superior.

Budgeting Services

Budgeting System

- 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.

Budget Preparation

- 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.

Budget Execution

- 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.

Budget Accountability and Reports

- Gather data needed in the preparation of budget accountability reports.

