



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. 657 s. 2021

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

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 II	1	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, Major in Accounting; or	4 hours relevant training in Accounting; and 4 hours training on	1 year relevant experience in accounting activities/ tasks	As stated above	As stated above



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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	the use of computers and spreadsheet software (e.g. Microsoft Excel)			
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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
Written and Oral Communication Test of applicants Evaluation of documents and interview of applicants	SDO Conference Hall	December 21, 2021



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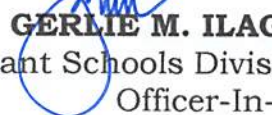


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HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)		December 22, 2021
Submission to the office SDS the Comparative Assessment Result (CAR)	SDO Conference Hall	December 23, 2021
Conduct of Background Investigation	Upon the request 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 II

Accounting Services

Assist the Senior Bookkeeper/School Head in the performance of the following:

- Preparation/maintenance of registries of allotment and obligations.
- Preparation of financial and accountability reports and maintenance of subsidiary ledgers.
- Preparation of liquidation of cash advances.
- Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.)
- Analysis of COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school/schools division.
- Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances.
- Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant.

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.

