



**MEMORANDUM**

**Announcing the Vacancy of Non-Teaching  
Positions for Administrative & Financial Support Staff**

**To:** : Asst. Schools Division Superintendent  
All Public Schools District Supervisors/In-Charge  
School Heads of Senior High Schools/In-Charge  
Unit Heads  
All others concerned

**From** :  **MA. LORLINIE M. ORTILLO, CESO VI**  
Schools Division Superintendent

**Date** : **May 20, 2019**

1. This Office announces the vacancy of Administrative and Financial Support Staff to be deployed to different schools in this division. Below is the list of elementary and secondary schools where these vacancies exist:

School	ADAS II	ADAS III
Binicuil National High School	1	
Bantayan National High School	1	
Camansi National High School	1	
Carol-an National High School	1	
Inapoy National High School	1	
Locotan National High School	1	
Salong National High School	1	
Tabugon National High School	1	
Tampalon National High School	1	
Tapi National High School	1	
Elementary Schools	1	13

2. In adherence to the Equal Employment Opportunity Principle (EEOP), the said positions are open for all applicants regardless of age, gender, civil status, disability, ethnicity, religion and political affiliation.
3. The following vacant positions shall provide assistance on the finance-related functions in schools and to facilitate efficiency in SDO and school operations such as accounting, budgeting, cash management, and payroll services, to ensure efficient office operations.
4. Hereunder are the qualification standards for the vacant positions of Administrative Assistant III and II as stipulated in DepEd Memorandum DM-OUFDA-2019-0005 by Usec. Victoria L.M. Catibog:
  - a. Position: Administrative Assistant III  
Salary Grade: 9                      Monthly Salary: ₱ 17,975.00

Education: Bachelor's Degree in Business Administration, Major in Accounting; or Completion of at least 2 years studies in Bachelors' Degree in Accountancy or Commerce; or Completion of 2 years studies in college with at least nine (9) units in accounting subjects

Eligibility: Career Service (Sub-Professional); First Level eligibility

Experience: One (1) year relevant experience in accounting activities/ tasks

Trainings: Four (4) hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)

b. Position: Administrative Assistant II

Salary Grade: 8 Monthly Salary: ₱ 16,758.00

Education: Bachelor's Degree in Business Administration, Major in Accounting; or Completion of at least 2 years studies in Bachelors' Degree in Accountancy or Commerce; or Completion of 2 years studies in college with at least nine (9) units in accounting subjects

Eligibility: Career Service (Sub-Professional); First Level eligibility

Experience: One (1) year relevant experience in accounting activities/ tasks

Trainings: Four (4) hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)

5. Qualified and interested applicants for secondary schools shall submit their application letter to the school where the vacancy is. Applications intended for the elementary level shall be submitted to the Records Unit of SDO Kabankalan City. All applications must be submitted together with the following pertinent documents not later than July 5, 2019:
  - a. Application Letter specifically indicating the position applied for
  - b. Accomplished Personal Data Sheet (CSC Form 212, Revised 2017) w/ attached passport size photo bearing the name and signature of applicant
  - c. Certified copies of certificates of relevant trainings and seminars attended bearing the name of the applicant
  - d. Photocopy of PRC/CSC Rating and ID
  - e. Numerical Performance Rating for the last 3 years (if employed)
  - f. Certified copy of Meritorious Awards/Commendation
  - g. Omnibus Certification on the Authenticity and Veracity of documents submitted.  
(See Annex A.)
6. Secondary schools shall form the localized PSB to assess documents submitted based on DO 66, s. 2007, place points earned in the Individual Evaluation Sheet (see Annex B) for each applicant and endorse both application documents and the said rating sheets to the Division Records Unit not later than July 11, 2019.
7. Existing Administrative Assistants who wish to apply for transfer and/or promotion shall follow the same procedure as with new applicants.
8. All applications will be pre-screened for shortlisting based on the minimum requirements stated above.
9. Shortlisted applicants shall undergo a pen and paper test as well as MS Excel Activities covering accounting tasks such as but not limited to budgeting, cash management, and payroll services.
10. Schedule of interview will be announced later.
11. Immediate and widest dissemination of this memorandum is desired.

### Omnibus Certification of Authenticity and Veracity of Documents

I, \_\_\_\_\_, Filipino, of legal age, with permanent address at  
*Name (Last, First, Middle)*  
\_\_\_\_\_, after being sworn in accordance with law, hereby  
*(Permanent Residence Address)*  
depose and state that:

1. I am applying for \_\_\_\_\_, at \_\_\_\_\_.  
*(Position)* *(School)*

2. I have submitted the following documents:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. I am executing this Omnibus Sworn Certification to attest to the authenticity and veracity of all documents I submitted;

4. I assume full responsibility and accountability on the validity and authenticity of the documents submitted and I understand that any violation will automatically disqualify me from the selection process.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
*Signature over printed name*

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_ with  
day month year  
affiant exhibiting to me his/her Community Tax No. \_\_\_\_\_ issued on \_\_\_\_\_  
date  
at \_\_\_\_\_, Philippines.  
*place of issuance*

\_\_\_\_\_  
Notary Public