



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF KABANKALAN CITY

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DIVISION MEMORANDUM

No. 28, s. 2020

**REITERATING THE DUTIES AND FUNCTIONS OF ADMINISTRATIVE ASSISTANTS III
AND ADMINISTRATIVE ASSISTANTS II IN SECONDARY SCHOOLS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Secondary School Principals
Administrative Assistant III (Senior Bookkeeper)
Administrative Assistant II (Disbursing Officer)
Administrative Assistant II (Bookkeeper – Budget)
Administrative Assistant II (Senior High School)

1. In order to have a uniform dispensation of duties and functions by Administrative Assistants stationed at the secondary school implementing units, this office reiterates the deliverables and functions of each position to carry out as follows:

Administrative Assistants III (Senior Bookkeeper)

1. Prepares journal entries, reports, letters, endorsements and memoranda.
2. Prepares schedules to support statements of accounts or other financial statements for incorporation in the books of accounts or progress reports
3. Prepares the reconciliation of the books of accounts
4. Prepares financial reports.
5. Ascertains that transactions have been properly recorded in books.
6. Prepares trial balances, monthly statement of income and expenditures and other financial statements; and prepares adjusting entries and journal vouchers
7. Prepares correspondence pertaining to financial and bookkeeping matters
8. Submit required financial data and reports to oversight agencies
9. Ensures that Audit Observation Memorandum (AOM) and Annual Audit Report findings are complied with, addressed and justified
10. Provides inputs for improvement of accounting systems
11. Ensures the accurate and timely preparation and submission of financial reports to COA and other oversight agencies
12. Serves as organizer, facilitator, resource speaker and consultant on accounting-related trainings and other accounting developmental activities
13. Recommends accounting and other finance-related trainings
14. Coordinates with stakeholders, other government agencies, banks and other funding institutions on financial resource generation and related initiatives
15. Ensures that communications are acted upon within prescribed period
16. Reviews, analyzes and interprets financial statements and other financial reports
17. Ensures the effective implementation of accounting and payroll systems

Administrative Assistant II (Disbursing Officer)

1. Assists in collection of funds and deposits
2. Prepares remittance and deposit slips
3. Prepares report of collections and deposits
4. Draws cash advances for trainings as designated disbursing officer
5. Pays out cash for payrolls and vouchers
6. Controls payroll and prepares vouchers for salaries and wages
7. Verifies and pays salaries and wages and other disbursements
8. Posts and reviews the posting of disbursement to the cash book and accounts for cash advance received
9. Accounts for receipt custody and disbursement of funds
10. Prepares report of disbursements
11. Processes checks and advice of checks issued and cancelled
12. Prepares report of checks issued and cancelled
13. Controls and releases approved checks to DepED creditors
14. Sorts and files copies of paid vouchers

Administrative Assistant II (Budget Assistant)

1. Prepares reports on to budget matters
2. Gathers and identifies data needed in the preparation of budget proposals, budget execution documents and budget accountability reports
3. Prepares and ensures completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations with regards to Junior High School operations
4. Prepares fund transfer to other operating units
5. Prepares obligation requests for claims
6. Attends budget hearings at the regional and national levels
7. Assists the agency head in defending the budget proposals/estimates.
8. Provides inputs for improvement of budget systems
9. Serves as organizer, facilitator, resource speaker and consultant on budgeting, related trainings and other budget and accounting developmental activities
10. Recommends budget and other finance-related trainings.
11. Ensures the effective implementation of budget systems

Administrative Assistant II (Senior High School)

1. Provides administrative and clerical support to his/her supervisor;
2. Prepares and ensures completeness of supporting documents of Disbursement Vouchers for payment of obligations incurred with regards to SHS operations
3. Receives/Releases incoming/outgoing documents.
4. Assists the bookkeeper in recording financial transactions in proper journal
5. May be designated to assist either the Principal/School Head or any of the Assistant Principals;
6. May also be designated as property custodian or to the canteen services of the school, as deemed necessary
7. Ensures that the Daily Time Record (DTR) and CSC Form 6 (Leave Form) of all SHS teaching and non-teaching personnel are submitted to the Administrative Officer II (SHS).

2. For information and strict compliance.


PORTIA M. MALLORCA, PH.D., CESO V
Schools Division Superintendent