



**Republic of the Philippines**  
**Department of Education**  
REGION VI-WESTERN VISAYAS  
SCHOOLS DIVISION OF KABANKALAN CITY

**DIVISION MEMORANDUM**

AUG 22 2023

No. 510, s. 2023

**RECRUITMENT FOR VACANT ADMINISTRATIVE ASSISTANT  
AND ADMINISTRATIVE AIDE POSITIONS**

To: OIC-Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This is to announce the start of the acceptance of applications for the following vacant positions:
  - a. Administrative Assistant III
  - b. Administrative Assistant II
  - c. Administrative Assistant I
  - d. Administrative Aide VI
2. The selection and ranking process is open to all qualified applicants regardless of their sex, civil and economic status, religious belief and affiliation, cultural group, physical disabilities, etc.
3. The table below shows the minimum qualification standards of the administrative positions approved by the Civil Service Commission:

Position/SG	Education	Training	Experience	Eligibility
Administrative Assistant III SG 9	Completion of 2 years studies in college	4 hours relevant training	1-year relevant experience	CS Sub Professional First Level Eligibility
Administrative Assistant III SG 8	Completion of 2 years studies in college	4 hours relevant training	1-year relevant experience	CS Sub Professional First Level Eligibility
Administrative Assistant I SG 7	Completion of 2 years studies in college	None Required	None Required	CS Sub Professional First Level Eligibility





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Administrative Aide VI SG 6	Completion of 2 years studies in college	None Required	None Required	CS Sub Professional First Level Eligibility
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*\*Relevant accounting activities/tasks/experience shall be evidenced by the list of actual duties and responsibilities of the applicant in his/her previous or current job.*

*\*Relevant training for Administrative Assistant I, II, and III positions must be related to accounting tasks or training with regards to the use of spreadsheet software in accounting.*

*\*All applicants must at least be computer literate and adept to the use of word processing, presentation, and spreadsheet software.*

4. In the pursuit of selecting the most qualified applicants for the position of Administrative Assistant I, II, and III, the table below shows the preferred minimum qualifications as basis for hiring:

Position/SG	Education	Training	Experience	Eligibility
Administrative Assistant III (Senior Bookkeeper) Salary Grade 9	Bachelor's Degree in Business Administration Major in Accounting;	4 hours relevant training in <b>accounting</b>	1-year relevant experience in accounting activities/tasks	Career Service (Sub Professional) First Level Eligibility
Administrative Assistant II (Bookkeeper) Salary grade 8	or Completion of at least two (2) years studies in Bachelor's Degree in Accountancy/ Commerce;			
Administrative Assistant I Salary Grade 7	or Completion of two (2) years studies in college with at least nine (9) units in <b>accounting subjects</b>			

*\*Relevant accounting activities/tasks shall be evidenced by the list of actual duties and responsibilities of the applicant in his/her previous or current job.*

*\*All applicants must at least be computer literate and adept to the use of word processing, presentation, and spreadsheet software.*



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5. Below are the preferred minimum qualification standards for the position of Administrative Aide VI as basis for hiring:

Position/SG	Education	Training	Experience	Eligibility
Administrative Aide VI Salary Grade 6	Completion of 2 years studies in college	<b>*At least 4 hours relevant training</b>	<b>*At least 6 months relevant experience</b>	CS Sub Professional First Level Eligibility
<i>*Relevant experience shall refer to experience related to human resource, records, or supply management as evidenced through the list of actual duties and responsibilities attached to the certificate of employment</i>				
<i>*Relevant training shall refer to trainings related to human resource, records, or supply management</i>				
<i>*All applicants must at least be computer literate and adept to the use of word processing, presentation, and spreadsheet software.</i>				

6. Enclosure No. 1 of this Memorandum contains the list vacant positions and the schools/stations/units to which these positions will be deployed.

7. All interested qualified applicants shall submit to the Records Office of SDO Kabankalan City the required documents arranged as follows in one (1) set with ear tabs not later than **5pm of September 1, 2023**:

- a. Letter of intent addressed to the Schools Division Superintendent stating the specific position applied for;
- b. Duly accomplished Personal Data Sheet (PDS) CS Form 212, and Work Experience Sheet, if applicable;
- c. Photocopy of valid and updated PRC License/ID, if applicable;
- d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable;
- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment, Contract of Service, Duly Signed Service Record, whichever is/are applicable;
- h. Photocopy of latest appointment, if applicable;
- i. Photocopy of the Performance Ratings in the last rating period (s) covering one (1) year performance prior to the deadline of submission, if applicable;
- j. **Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV)** of the documents submitted and Data Privacy Consent Form (Enclosure No. 1) – 4 copies;



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- k. Other documents as may be required for comparative assessment, such as but not limited to:
- Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment
  - Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled
8. Item (j) or the Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) should be **notarized** prior to the submission of application.
9. The CS Form 212 or the Personal Data Sheet shall likewise be properly filled in and **notarized** prior to submission of application.
10. Non-compliance to the requirements may be grounds for disqualification such as not indicating the specific position applied for; non submission of transcript of records; or non-submission of any documents that will allow the verification of meeting of the minimum requirements.
11. Further, not meeting the minimum qualifications based on the actual documents submitted within the prescribed period for submission shall as well be grounds for disqualification of the applicant.
12. Applicants internal to DepEd are likewise subject to the recruitment procedure should they opt to avail of the opportunity to be promoted or transferred.
13. No additional documents shall be accepted after the set deadline. There shall be no retrieval of documents prior to the conduct of the document validation once the application is stamped received by the Records Officer.
14. Applicants are advised to prepare the original copies of the documents submitted for the purpose of verification by the Human Resource Management Promotion and Selection Board.
15. Applicants with disabilities shall request the Chairman of the HRMPSB in writing prior to the deadline of submission of applications for any assistance that may be provided.
16. The indicative timeline of activities for this recruitment below is subject to change should unforeseen circumstance/s arise that may be beyond the control of the HRMPSB:

Activity	Date	Venue	Participants
Acceptance of Applications	August 22, 2023 – September 1, 2023	Records Office	Records Unit




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Posting of Initial Evaluation Result	September 4, 2023	SDO Website	HRMO
Conduct of Skills Test/Work Sample test/BEI	September 11-12, 2023	SDO Gabaldon Building	HRMPSB
Open Ranking/Document Validation	September 13-15, 2023	SDO Conference Hall	HRMPSB
Posting of Comparative Assessment Result	September 18, 2023	SDO Website	HRMO

17. Immediate dissemination of and compliance with this Memorandum are desired.

  
**MICHELL L. ACOYONG, CESO VI**  
Assistant Schools Division Superintendent  
*Officer-In-Charge*  
Office of the Schools Division Superintendent



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LIST OF VACANT ADMINISTRATIVE POSITIONS

Position	Item Number	Place of Assignment	Additional Schools for Shared Service of ADAS Positions (School Clusters)
Administrative Assistant III	OSEC-DECSB-ADAS3-420157-2018	Locotan ES	Banman PS
Administrative Assistant III	OSEC-DECSB-ADAS3-420159-2018	Magballo ES	Tapi ES, Calabasahan ES
Administrative Assistant III	OSEC-DECSB-ADAS3-420161-2018	Tampalon ES	Candiacap ES, Dr. Pablo Torre ES, San Jose ES
Administrative Assistant III	OSEC-DECSB-ADAS3-420295-2017	Tan-awan ES	Basak ES, Balisong ES, Bugtong ES
Administrative Assistant III	OSEC-DECSB-ADAS3-420298-2017	Carol-an ES	Pres. Osmeña ES, Bula ES
Administrative Assistant III	OSEC-DECSB-ADAS3-420302-2017	Kabankalan NHS	
Administrative Assistant III	OSEC-DECSB-ADAS3-420303-2017	Tagukon NHS	
Administrative Assistant III	OSEC-DECSB-ADAS3-420304-2017	Talubangi NHS	
Administrative Assistant III	OSEC-DECSB-ADAS3-420306-2017	Tan-awan NHS	
Administrative Assistant III	OSEC-DECSB-ADAS3-420006-2014	Tabugon ES	Pangyasan ES, Inapoy ES
Administrative Assistant III	OSEC-DECSB-ADAS3-420007-2014	Bantayan ES	Baras Diutay ES, Camandaan ES, Mambaog ES
Administrative Assistant III	OSEC-DECSB-ADAS3-420004-2014	Florentino Galang Sr. NHS	
Administrative Assistant III	OSEC-DECSB-ADAS3-420002-2014	Salong NHS	
Administrative Assistant III	OSEC-DECSB-ADAS3-420003-2014	Tampalon NHS	
Administrative Assistant III	OSEC-DECSB-ADAS3-420017-2007	Camansi NHS	
Administrative Assistant II	OSEC-DECSB-ADAS2-420135-2018	Pinaguinpinan NHS	Tagoc NHS
Administrative Assistant II	OSEC-DECSB-ADAS2-420143-2018	Binicuil NHS	
Administrative Assistant II	OSEC-DECSB-ADAS2-420275-2017	Tagukon ES	Mansumbil ES, Ballo ES
Administrative Assistant II	OSEC-DECSB-ADAS2-420276-2017	Ilan ES	Lowag ES, Mamig PS



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Administrative Assistant II	OSEC-DECSB-ADAS2-420277-2017	Pinaguinpinan ES	Piliopilohan ES, Tagoc ES, Sampac ES
Administrative Assistant II	OSEC-DECSB-ADAS2-420278-2017	Pacao ES	Sagumayon ES, Nursery ES
Administrative Assistant II	OSEC-DECSB-ADAS2-420282-2017	Kabankalan NHS	
Administrative Assistant II	OSEC-DECSB-ADAS2-420283-2017	Tagukon NHS	
Administrative Assistant II	OSEC-DECSB-ADAS2-420279-2017	OSDS Accounting	
Administrative Assistant II	OSEC-DECSB-ADAS2-420005-2014	Florentino Galang Sr. NHS	
Administrative Assistant II	OSEC-DECSB-ADAS2-420073-2014	OSDS Accounting	
Administrative Assistant II	OSEC-DECSB-ADAS2-420021-2007	Camansi NHS	
Administrative Assistant II	OSEC-DECSB-ADAS2-420139-2004	Binicuil NHS	
Administrative Assistant I	OSEC-DECSB-ADAS1-420074-2014	OSDS-Budget Unit	
Administrative Aide VI	OSEC-DECSB-ADA6-420081-2014	OSDS-Personnel Unit	
Administrative Aide VI	OSEC-DECSB-ADA6-420083-2014	OSDS-Records Unit	
Administrative Aide VI	OSEC-DECSB-ADA6-420084-2014	OSDS-Supply Unit	
Administrative Aide VI	OSEC-DECSB-ADA6-420086-2014	ASDS	



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## CHECKLIST OF DOCUMENTS

Name of Applicant: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office of the Position Applied For: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Application Code: \_\_\_\_\_

Basic Documentary Requirement		Status of Submission (To be filled out by applicant; Check if submitted)	Verification (To be filled out by HRMO/HR Office/ Sub-Committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Schools Division Superintendent			
b.	Duly accomplished Personal Data Sheet (PDS) CS Form 212, and Work Experience Sheet, if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e.	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
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i.	Photocopy of the Performance Ratings in the last rating period (s) covering one (1) year performance prior to the deadline of submission, if applicable			
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k.	Other documents as may be required for comparative assessment, such as but not limited to:			
	Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

\_\_\_\_\_  
 HRMO

### OMNIBUS SWORN STATEMENT

#### Certification of Authenticity and Veracity

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

#### Data Privacy Consent

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
 Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_

\_\_\_\_\_  
 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing a) where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.