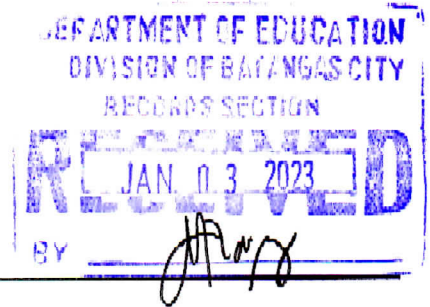




Republic of the Philippines  
**Department of Education**  
 Region IV-A CALABARZON  
 SCHOOLS DIVISION OF BATANGAS CITY



January 03, 2023

**DIVISION MEMORANDUM**  
 NO. 004, s. 2023

**RANKING OF APPLICANTS FOR ADMINISTRATIVE ASSISTANT II POSITION**

**TO:** Assistant Schools Division Superintendent  
 CID and SGOD Chief  
 Education Program Supervisors  
 Public School District Supervisor  
 Public Elementary and Secondary School Principals  
 Section/Unit Heads  
 All Concerned

1. The Field is hereby informed that this office opens the **promotion** for the **Administrative Assistant II** vacant position.

POSITION	SALARY GRADE	SALARY	NO. OF POSITION	OFFICE/SCHOOL ASSIGNMENT
Administrative Assistant II	8	18,998.00	1	Sto. Niño NHS

2. The Qualification Standard (QS) and duties and responsibilities of the said position are as follows:

<b>A. CSC PRESCRIBED QUALIFICATIONS:</b>			
EDUCATION	EXPERIENCE	ELIGIBILITY	TRAININGS
Completion of two (2) years studies in college	One (1) year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Four (4) hours relevant training



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Address: P. Herrera St., Batangas City  
 Telephone No. (043) 702-2094  
 Email: [division.batangascity@deped.gov.ph](mailto:division.batangascity@deped.gov.ph)  
 DEPEDBATC-SDO-F-009/R1/02-20-2020



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### 3. DUTIES AND REPONSIBILITIES

Focus Area: **Accounting, Budgeting, Cash Management and Payroll Services**

#### JOB SUMMARY

This position 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.

- Preparation/maintenance of registries of allotment and obligations.
- Preparation of financial and accountability reports and maintenance of subsidiary ledger.
- 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 status of compliance undertaken by the school/schools division.
- Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budget.

4. Interested qualified applicants shall submit documents with "car tags" following the arrangement below:

- ✓ Letter of intent addressed to the Schools Division Superintendent
- ✓ Fully accomplished Personal Data Sheet (PDS) with the recent passport – sized picture (CSC Form no. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
- ✓ Photocopy of licenses, proof of eligibility, authenticated by appropriated institution, i.e. PRC, CSC
- ✓ Performance ratings (duly signed) – 3 consecutive years (note: summary of ratings shall not be accepted)
- ✓ Updated Service record and/or Certificate of Employment with brief description of duties and responsibilities, and performance rating/s for applicant from private company, and under JO/CO Status
- ✓ Photocopy of Outstanding accomplishment (if any)
- ✓ Photocopy of Certificate of Outstanding Employee Award/s
- ✓ Innovation
- ✓ Research and development projects
- ✓ Photocopy of Publication/authorship
- ✓ Photocopy of certificate as Consultant/ Resource speaker in trainings/seminars



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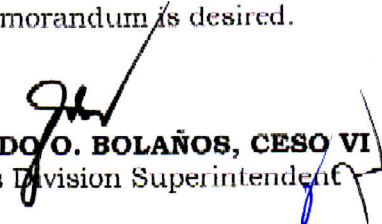


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- ✓ Photocopy of Transcript of Records/(TOR), authenticated by institution/university
  - ✓ Photocopy of Certificate of Training/s attended (must be relevant to the position being applied, and not credited during the last promotion)
  - ✓ Photocopy of Latest approved appointment (if any)
5. Please bring original copies of submitted documents for validation on the date of ranking.
  6. Interested applicants are advised to submit their documentary requirements through the **Records Unit**. Then, the applicant will forward the stamped received documents to the **Personnel Unit** for pre-evaluation of qualification viz-a-viz qualification standards. Receiving of documents will be on **January 04-11, 2023** from **8:00am to 5:00pm only**. Applicants who meet the minimum qualification standards shall be included in the shortlist and shall receive a notification on the same day.
  7. The panel interview and examination with the Human Resource Merit Promotion and Selection Board (HRMPSEB) will be held on **January 13, 2023, 9:00 A.M. at OSDS, Conference Hall**.
  8. After the HRMPSEB deliberation, Comparative Assessment Results (CAR) will be prepared for signature and posting.
  9. Please refer to DepEd Order No. 66, s. 2007, "Revised Guidelines on the Appointment and Promotion of other teaching, related teaching and Non-teaching personnel.

**Note:** Only those applicants with complete requirements shall be entertained.

Immediate and wide dissemination of this memorandum is desired.

  
**FELIZARDO O. BOLAÑOS, CESO VI**  
Schools Division Superintendent



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