



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

**Office of the Schools Division
Superintendent**

August 2, 2022

DIVISION MEMORANDUM

No. 222 s. 2022

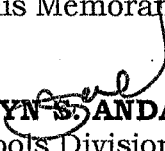
**RANKING OF APPLICANTS FOR ADMINISTRATIVE ASSISTANT III,
ADMINISTRATIVE ASSISTANT II (Disbursing Officer), ADMINISTRATIVE ASSISTANT
II-SHS (Clerical), ADMINISTRATIVE ASSISTANT I and ADMINISTRATIVE AIDE VI
FOR SY-2022-2023**

TO: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors /District Caretakers
Elementary and Secondary School Heads
All Other Concerned

1. The Division of Cebu Province announces the Ranking of Applicants for Administrative Assistant III (Senior Bookkeeper), Administrative Assistant II (Disbursing Officer), Administrative Assistant II for SHS, Administrative Assistant I and Administrative Aide VI for School Year 2022-2023.
2. Hiring guidelines and criteria in screening the merit, fitness and competence of the applicants shall serve as bases in the appraisal as contained in Deped Order No. 66, s. 2007, "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related-Teaching and Non-Teaching Positions".
3. Applicants may only be allowed to apply for one position.
4. Applicants for promotion must have at least one (1) complete RPMS cycle with at least Very Satisfactory (VS) rating in the last rating period prior to the assessment or screening before he/she can apply for advancement.
5. Applicants who do not meet the qualification standards of the position applied for are automatically disqualified to advance in the screening process.
6. Applicants shall prepare two (2) sets of folder containing pertinent documents which are certified true copy and the original copies, if required, arranged and fastened in a folder with proper tabbing and table of contents based on the attached list.
7. Pertinent documents shall be submitted to the nearest sub-office for validation and verification within the submission period.
8. Submission of additional documents after the deadline shall not be accepted unless the Human Resource Merit and Promotion Selection Board (HRMPSB) requires additional documents which are not herein listed to substantiate claims of applicants.



9. Enclosed are the qualification standards of each position, schedule of activities and documentary requirements for the ranking of various non-teaching positions.
10. During the conduct of the interview and confirmation of points, applicants and committee members shall at all times, strictly comply precautionary measures such as, but not limited to, social distancing, wearing of masks, frequent handwashing of hands, etc.
11. Expenses incurred during the conduct of the selection process shall be chargeable to **Division/School MOOE** subject to the usual accounting and auditing rules and regulations.
12. This Memorandum shall serve as **AUTHORITY TO TRAVEL**.
13. Widest dissemination of this Memorandum is highly desired.


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent

2 1

Position Title	Salary Grade	Basic Qualification Standards			
		Education	Eligibility	Experience	Training
Administrative Assistant III (Senior Bookkeeper) Area of Assignment: Division Office/Schools within Cebu Province	9	Bachelor's Degree in Business Administration, major in Accounting; or Completion of at least two (2) years studies in Bachelor's degree in Accountancy or Commerce; or Completion of two (2) years studies in college with at least 9 units in accounting subjects	Career Service First Level Eligibility (Sub-Professional)	One (1) year relevant experience in accounting activities/tasks	4 hours relevant training in accounting; plus 4 hours training on the uses of computers and spreadsheet software (eg: Microsoft Excel)
Administrative Assistant II (Disbursing Officer) Area of Assignment: Division Office/Schools within Cebu Province	8	Bachelor's degree in Business Administration major in Accounting; or Completion of at least two (2) years studies in Bachelor's degree in Accountancy or Commerce; or Completion of two (2) years studies in college with at least 9 units in accounting subjects	Career Service First Level Eligibility (Sub-Professional)	One (1) year relevant experience	4 hours relevant training plus 4 hours training on the use of computers and spreadsheet software

2 mr6

Administrative Assistant II – SHS (Clerical) Area of Assignment: Division Office/Schools within Cebu Province	8	Completion of at least two (2) years studies in college	Career Service First Level Eligibility (Sub-Professional)	One (1) year relevant experience	4 hours relevant training
Administrative Assistant I (Budget) Area of Assignment: Division Office	7	Completion of two (2) years studies in college	Career Service First Level Eligibility (Sub-Professional)	One (1) year relevant experience	4 hours relevant training

8 rrd

Administrative Aide VI	6	Completion of two (2) years studies in college	Career Service First Level Eligibility (Sub- Professional)	One (1) year relevant experience	4 hours relevant training
Area of Assignment: Division Office					

2 1126

**SCHEDULE OF ACTIVITIES IN THE RANKING OF APPLICANTS FOR THE POSITIONS OF
ADAS III, ADAS II, ADAS I & ADA VI FOR SCHOOL YEAR 2022-2023**

Date	Venue	Time	No. of Working Days	Activities
August 8-19, 2022	Anywhere with internet connectivity	24 hours	12 days	Online application by the applicants www.depedcebuprovince.ph (http://112.198.193.182/)
August 8-12 & 15-19, 2022	Nearest Sub-Office	8:00am-5:00pm	10 days	Submission and Initial Assessment of applicants' pertinent documents in a folder with tabs to the nearest sub-office thru the HRMPSB Sub-Committee Secretariat Liloan Sub-Office: Liloan Central School Medellin Sub-Office: Medellin Central School Balamban Sub-Office: Balamban Central School San Fernando Sub-Office: San Fernando Central School Dalaguete Sub-Office: Dalaguete RHU Bldg Badian Sub-Office: Badian National High School
August 22-24, 2022	Sub-Offices (simultaneous)	8:00am-5:00pm	3 days	- Orientation of the members of HRMPSB Sub-Committee - Documents' Review by the HRMPSB Sub-Committee - Preparation of the Tentative Ranklist
August 25, 2022	Sub-Offices (simultaneous)	8:00am-5:00pm	1 day	Interview and Confirmation of Points of Applicants
August 26, 2022	Division Office	8:00am-5:00pm	1 day	Submission of Tentative Ranklist to the Division HRMPSB Committee Secretariat
August 30, 2022	Division Office/Ecotech Center	8:00am-5:00pm	1 day	Final Review of the Consolidated Ranklist by the Division HRMPSB Committee
August 31 – September 14, 2022	SDO website and other conspicuous places	8:00am-5:00pm	15 days	Posting of results. Note: Request for corrections shall only be entertained during posting period
September 15-16, 2022	Division Office	8:00am-5:00pm	2 days	Consolidation of points after corrections.
September 19, 2022 & onwards	Division Office	8:00am-5:00pm	-	Implementation Schedule

LIST OF DOCUMENTARY REQUIREMENTS FOR PSDS POSITION

1. Application Letter indicating the position applied for
2. CSC 212 (Personal Data Sheet, Revised 2017), with the latest 2x2 ID picture
3. Transcript of Records both baccalaureate degree and graduate studies authenticated by the issuing agency
4. Certified Photocopy of PRC professional identification card or a PRC certification showing the teacher's name, LET rating, and other information recorded in the PRC Office
5. Latest Service Record
6. Certificates of Relevant Training Attended
7. Certificate of Eligibility
8. Performance Rating for the last three rating periods of at least VS each
9. Certificates of Outstanding Accomplishments (Awards, Innovations, Research Projects, publications, Speakership). Note: being a facilitator cannot be credited to speakership
10. Certificates of specialized training, scholarship grants, chair/co-chair of in technical working committee
11. Omnibus certification of authenticity and veracity of the documents submitted, signed by the applicant

**LIST OF DOCUMENTARY REQUIREMENTS FOR ADAS III, ADAS II, ADAS I AND
ADA VI POSITIONS**

1. Application Letter indicating the position applied for
2. CSC 212 (Personal Data Sheet, Revised 2017), with the latest 2x2 ID picture
3. Transcript of Records both baccalaureate degree and graduate studies authenticated by the issuing agency
4. Certified Photocopy of PRC professional identification card or a PRC certification showing the teacher's name, LET rating, and other information recorded in the PRC Office
5. Latest Service Record
6. Certificates of Relevant Training Attended
7. Certificate of Eligibility
8. Performance Rating for the last three rating periods of at least VS each
9. Certificates of Outstanding Accomplishments (Awards, Innovations, Research Projects, publications, Speakership). Note: being a facilitator cannot be credited to speakership
10. Certificates of specialized training, scholarship grants, chair/co-chair of in technical working committee
11. Omnibus certification of authenticity and veracity of the documents submitted, signed by the applicant