



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

**Office of the Schools Division
Superintendent**

February 7, 2023

DIVISION MEMORANDUM

No. 037 s. 2023

**RANKING OF APPLICANTS FOR ADMINISTRATIVE ASSISTANT III Senior
Bookkeeper), ADMINISTRATIVE ASSISTANT II (Disbursing Officer), and
ADMINISTRATIVE AIDE VI FOR SY-2022-2023 (2nd Round)**

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 Office announces the Ranking of Applicants for Administrative Assistant III (Senior Bookkeeper), Administrative Assistant II (Disbursing Officer II) and Administrative Aide VI for SY 2022-2023 (2nd Round) utilizing the hiring guidelines as stipulated in the Agency's New Merit Selection Plan:

Deped Order 19, s.2022 – “The Department of Education Merit Selection Plan,”



2. Enclosed are the Rules and Procedures to be followed in the evaluation of applicants' documents based on Deped Order No. 19, s. 2022 (New Merit and Selection Plan) and the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) of the Civil Service Commission, amended 2018.
3. Applicants who do not meet the minimum qualification standards set for the vacant positions are automatically disqualified to advance in the screening process.
4. Applicants for promotion must have at least one (1) complete RPMS cycle of the present position before he/she can apply for the next higher position.
5. Applicants shall prepare only one (1) folder containing pertinent documents which are certified true copies of the original documents. Applicants are required to bring the original documents upon submission of the application.
6. Additional documents submitted 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 the claims of applicants.
7. The pertinent documents are to be arranged and fastened in a white folder with proper tabbing and a table of contents based on the list, as attached.



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8. Applicants for the various positions shall accomplish the Data Privacy Consent Form relative to the posting of the ranking results for the position applied. Refer to the attached form.
9. Enclosed is the schedule of activities for the ranking of vacant positions.
10. Applicants and the HRMPSB Committee shall strictly comply at all times with all precautionary measures including but not limited to social distancing, etc.
11. Meals, Accommodation, and Other Expenses incurred during the conduct of the activity 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. For immediate, widest dissemination and guidance of all concerned.


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent 

(Enclosure to Division Memorandum No. 037, s.2023)

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

Date	Venue	Time	No. of Working Days	Activities
February 13-March 3, 2023	Anywhere with internet connectivity	24 hours	15 days	Online application by the applicants www.depedcebuprovince.ph (http://112.198.193.182/)
February 13-March 3, 2023	Division Office – HR Unit	8:00am-5:00pm	15 days	Submission and Initial Assessment of applicants' pertinent documents
March 6-8, 2023	Deped Ecotech Center	8:00am-5:00pm	3 days	- Orientation of the members of Division HRMPSB Committee Documents' Review by the HRMPSB Sub-Committee - Preparation of the Tentative Ranklist
March 9-10, 2023	Deped Ecotech Center	8:00am-5:00pm	2 days	Interview and Confirmation of Points of Applicants
March 13-14, 2023	Deped Ecotech Center	8:00am-5:00pm	2 days	Final Review, Signing and Submission of the Tentative Ranklist
March 15-25, 2023	Division Office/conspicuous places	8:00am-5:00pm	10 days	Posting of results. Note: Request for corrections shall only be entertained during posting period
March 27, 2023	Division Office	8:00am-5:00pm	1 day	Consolidation of points after corrections
March 28, 2023	Division Office/conspicuous places	8:00am-5:00pm	-	Implementation Schedule

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(Enclosure to Division Memorandum No. 037, s.2023)

**LIST OF DOCUMENTARY REQUIREMENTS FOR ADAS III (Senior Bookkeeper),
ADAS II (Disbursing Officer) 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. Latest Service Record/Certificate of Employment
5. Certificates of Relevant Training Attended (must be within the last five (5) years)
6. Certificate of Eligibility authenticated by the issuing agency
7. Performance Rating for the last three rating periods (with at least VS rating)
8. Certificates of Outstanding Accomplishments (Awards, Innovations, Research Projects, publications, Speakership).

Note: being a facilitator cannot be credited to speakership

9. Certificates of specialized training, scholarship grants, chair/co-chair of in technical working committee
10. Omnibus certification of authenticity and veracity of the documents submitted, signed by the applicant
11. Data Privacy Consent Form

QUALIFICATION STANDARDS OF VARIOUS NON-TEACHING (LEVEL 1) POSITIONS

Position Title	Salary Grade	BASIC QUALIFICATION STANDARDS					Place of Assignment	No. of Vacant Positions
		Education	Experience	Training	Eligibility			
Administrative Assistant III-Bookkeeper	9	<p>Preferred: Bachelor's degree in Business Administration, Major in Accounting; or</p> <p>Completion of at least two (2) years studies in Bachelor's degree in Accountancy or Commerce; or</p> <p>Completion of two (2) years studies in college with at least 9 units in accounting subjects</p> <p>Prescribed: Completion of 2 years of studies in college</p>	One (1) year relevant experience in accounting activities/tasks	4 hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet software (eg. Microsoft Excel)	Career Service (Sub Professional) First Level Eligibility	Schools within the jurisdiction of SDO Cebu Province Division Office (DPSU)	Elem: 53 JHS: 29	

<p>Administrative Assistant II- Disbursing Officer</p>	<p>8</p>	<p>Preferred: Bachelor's degree in Business Administration, Major in Accounting; or Completions of at least two (2) years studies in Bachelor's degree in Accountancy or Commerce; or</p>	<p>One (1) year relevant experience</p>	<p>4 hours of relevant training and 4 hours training on the use of computers and spreadsheet software (eg. Microsoft Excel)</p>	<p>Career Service (Sub Professional) First Level Eligibility</p>	<p>Schools within the jurisdiction of SDO Cebu Province</p>	<p>Elem: 37 JHS: 56</p>
<p>Administrative Aide VI</p>	<p>6</p>	<p>Prescribed: Completion of 2 years of studies in college</p>	<p>One (1) year relevant experience</p>	<p>4 hours relevant training</p>	<p>Career Service (Sub Professional) First Level Eligibility</p>	<p>Division Office</p>	<p>6</p>

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