



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

**Office of the Schools Division
 Superintendent**

November 17, 2023

DIVISION MEMORANDUM

No. 492 s. 2023

**RANKING OF APPLICANTS FOR THE POSITIONS OF ADMINISTRATIVE ASSISTANT
 III (SENIOR BOOKKEEPER) AND ADMINISTRATIVE ASSISTANT II (DISBURSING
 OFFICER/CLERK) OF SDO CEBU FOR CY 2023-2024**

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

- The Office announces the Ranking of Applicants for Administrative Officer II, Project Development Officer I-SHS and Administrative Assistant III (Senior Bookkeeper) for Calendar Year 2023.
- Applicants shall be assessed utilizing the following hiring guidelines/issuances:
 - Deped Order No. 19, s.2022** – “The Department of Education Merit Selection Plan”
 - Deped Order No. 7, s.2023** – “Guidelines on Recruitment, Selection, and Appointment in the Department of Education”
- The point system for Evaluative/Comparative Assessment are as follows:

Criteria	Non-Teaching: Level 1 (Administrative Assistant III-Senior Bookkeeper; Administrative Assistant II- Disbursing Officer/Clerk)
a. Education	5
b. Training	5
c. Experience	20
d. Performance	20
e. Outstanding Accomplishments	10
f. Application to Education	10
g. Application of L&D	10
h. Potential (Written Test, BEI, Work Sample Test)	20
TOTAL:	100



4. Applicants shall be guided by the following qualification standards:

Position Title	Education	Experience	Eligibility	Training
Administrative Assistant III (Senior Bookkeeper) Salary Grade: 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>	<p>One (1) year relevant experience in accounting activities/tasks</p> <p>One (1) year relevant experience</p>	<p>4 hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet software (eg. Microsoft Excel)</p> <p>4 hours relevant training</p>	<p>Career Service (Sub Professional) First Level Eligibility</p> <p>Career Service (Sub Professional) First Level Eligibility</p>
Administrative Assistant II (Disbursing Officer /Clerk) Salary Grade: 8	<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>

5. Applicants who do not meet the minimum qualification standards set for the vacant positions are automatically disqualified to advance in the screening process.
6. 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.
7. 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.
8. Applicants who failed to submit the complete mandatory requirements on the set deadline shall not be included in the pool of official applicants.
9. 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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10. **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.**
11. 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.
12. Refer to schedule of activities for the ranking of vacant positions.

ACTIVITY	INCLUSIVE DATES	VENUE
Submission of application folders through the HR Unit	November 20-30, 2023 (Mondays-Fridays 8:am-5:00pm, except Holidays)	HR Unit
Assessment/Review of applicants' pertinent documents	December 5-7, 2023	SDO Conference Hall
Posting of Shortlisted applicants for vacant position	December 11, 2023	SDO HRMPSB Board/SDO Website and conspicuous places
Confirmation of Points and Conduct of written examination/interview	December 12-13, 2023	SDO Conference Hall
Checking/grading of written tests given to applicants	December 12-13, 2023	SDO Conference Hall
Consolidation of points or scores for posting	December 14, 2023	HR Unit/Office of the HRMPSB Chairman
Posting of Tentative Comparative Assessment Result (CAR)	December 18-28, 2023	SDO HRMPSB Board/SDO Website and conspicuous places

13. Members of the HRMPSB/HR Unit/ Secretariat and all other sub-selection committee members shall be given Compensatory Time-Off (CTO) or leave credits whatever is applicable for the work or services rendered during Saturdays/Holidays.
14. Applicants and the HRMPSB Committee shall strictly comply at all times with all precautionary measures including but not limited to social distancing, etc.
15. Meals, Accommodation, and Other Expenses incurred during the conduct of the activity shall be chargeable to **DIVISION MOOE**, however, travelling expenses incurred by the school heads and other members of the committees who need to travel from the districts or schools shall be charged to the school's MOOE or other local funds available subject to its availability and the usual accounting and auditing rules and regulations.
16. This Memorandum shall serve as **AUTHORITY TO TRAVEL** for those stationed in the schools or districts.
17. For immediate, widest dissemination and guidance of all concerned.


SENEN PRISCILO P. PAULIN, CESO V
Schools Division Superintendent

LIST OF DOCUMENTARY REQUIREMENTS

1. Application Letter addressed to the Schools Division Superintendent indicating the position applied for;
2. Duly accomplished Personal Data Sheet (CSC Form No. 212, Revised 2017), with the latest 2x2 ID picture;
3. Work Experience Sheet;
4. Certified True Copy of Eligibility/Board Rating;
5. Certified True Copy of valid and updated PRC ID/License;
6. Certified True Copy of scholastic/academic records (Transcript of Records and Diploma, including completion of graduate or post-graduate units/degree);
7. Latest Service Record/Certificate of Employment/Contract of Service;
8. Certified True Copies of Certificates of Relevant Training Attended

NOTE: trainings attended shall be within the last five (5) years reckoned from the date/deadline of submission;

9. Performance Rating for the last three (3) rating periods/calendar or school year with at least Very Satisfactory rating covering three-year performance/s in the current or latest position prior to the deadline of submission;
10. Certified True Copy of Latest CSC-approved appointment/last promotion (mandatory requirement), if applicable;
11. Certificates of Outstanding Accomplishments (Awards, Innovations, Research Projects, publications, Speakership);

NOTE: being a facilitator cannot be credited to speakership

12. Certificates of specialized training, scholarship grants, chair/co-chair of in technical working committee;
13. Checklist of Requirements and Omnibus Sworn Statement on the Certification of Authenticity and Veracity of the documents submitted, signed by the applicant;
14. Data Privacy Consent Form;
15. **Other pertinent documents as may be applicable for position applied for.**



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Human Resource Merit Promotion & Selection Board (HRMPSB)

DATA PRIVACY CONSENT FORM

We at the HRMPSB are committed to provide you with services that are compliant to the Data Privacy Act (RA 10173) including its IRR as well as the other guidelines and issuances by the National Data Privacy Commission (NPC).

Processing of Personal Data:

The personal information being collected which may include your name, contact numbers, email address, home and office address, photos, birthdate and the like, may be used for (1) ranking purposes only; (2) monitoring the update of your application; (3) sending notifications/updates; and (4) other similar activities, in connection to your application for employment or promotion. Said information will only be used for activities related to recruitment, selection and appointment and will not be shared by other agencies. For posting in the agency website, **only the names will be indicated** (birthdates, contact numbers will not be included), **if an employee/applicant provides written objection to the posting of names on the website or agency's bulletin board, numeric or alphabetic coding may be resorted to.** Information may be used further by the agency for research and for statistical purposes only.

Data Protection:

We shall implement reasonable and appropriate organizational, physical, and technical security measures for the protection of personal information which we collected. Only authorized personnel (HR Unit) are permitted and have access to the collected information who will treat any confidential information under strict confidentiality. In case of a breach, HRMPB shall notify you and inform the National Privacy Commission (NPC) in accordance with the NPC Circular 16-03 or Personal Data Breach Management. Personal information collected are stored and later disposed of via shredding and permanently deleted in our electronic files in accordance with R.A. No. 9470 otherwise known as National Archives of the Philippines Act of 2007.

Rights of the Data Subject:

As the Data Subject, you have the right to be informed of the personal information being collected, processed, and stored by HRMPB as well as to access, object, rectify, and block the same. For questions or concerns, you may contact the HR Unit for further details.

I have read this form, understood its contents, and consent to my personal data. I understand that my consent does not preclude the existence of other criteria for lawful processing of personal data and does not waive any of my rights under the Data Privacy Act of 2012 and other applicable laws.

(Signature over Printed Name)

Applicant

hrmpsb/vay2023



Address: DepEd Cebu Province, IPHO Bldg., Sudlon, Lahug, Cebu City
Telephone Nos.: 032-2556405
Email Address: cebu.province@deped.gov.ph