



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM
NO. 016 S.2022

January 13, 2022

**VIRTUAL EVALUATION AND RANKING OF QUALIFIED APPLICANTS FOR
 ADMINISTRATIVE ASSISTANT III AND ADMINISTRATIVE ASSISTANT II
 IN ELEMENTARY, AND SECONDARY**

TO: Assistant Schools Division Superintendent
 Division Chiefs, CID and SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary, Junior and Senior High School Principals
 All Others Concerned

1. This Office announces the conduct of the **VIRTUAL EVALUATION AND RANKING OF QUALIFIED APPLICANTS FOR ADMINISTRATIVE ASSISTANT III AND ADMINISTRATIVE ASSISTANT II IN ELEMENTARY AND SECONDARY** via Zoom Teleconferencing on **February 4, 2022, 9:00 AM**, to wit:

ITEM/S	POSITION TITLE	SG	ITEM NUMBER	PLACE OF ASSIGNMENT
10	Administrative Assistant III	9	OSEC-DESCB-ADAS3-150028-2004	LUAKAN NHS (Bookkeeper)
	Administrative Assistant III	9	OSEC-DESCB-ADAS3-150004-2007	JCP MHS (Bookkeeper)
	Administrative Assistant III	9	OSEC-DESCB-ADAS3-150014-2004	SDO BATAAN (Bookkeeper)
	Administrative Assistant III	9	OSEC-DESCB-ADAS3-150216-2018	SDO BATAAN (Bookkeeper)
	Administrative Assistant III	9	OSEC-DESCB-ADAS3-150114-2014	SDO BATAAN (Bookkeeper)
	Administrative Assistant III	9	OSEC-DESCB-ADAS3-150115-2014	SDO BATAAN (Bookkeeper)
	Administrative Assistant III	9	OSEC-DESCB-ADAS3-150116-2014	SDO BATAAN (Bookkeeper)
	Administrative Assistant III	9	OSEC-DESCB-ADAS3-150004-2009	JEAG MHS – JHS (Bookkeeper)
	Administrative Assistant III	9	OSEC-DESCB-ADAS3-150199-2017	HERMOSA DISTRICT (Bookkeeper)
	Administrative Assistant III	9	OSEC-DECSB-ADAS3-150214-2018	SDO BATAAN (Bookkeeper)
9	Administrative Assistant II	8	OSEC-DECSB-ADAS2-150029-2004	SDO BATAAN (Disbursing)
	Administrative Assistant II	8	OSEC-DECSB-ADAS2-150209-2017	ORANI DISTRICT (Disbursing)
	Administrative Assistant II	8	OSEC-DECSB-ADAS2-150210-2017	ORION DISTRICT (Disbursing)
	Administrative Assistant II	8	OSEC-DESCB-ADAS2-150211-2017	PILAR DISTRICT (Disbursing)
	Administrative Assistant II	8	OSEC-DECSB-ADAS2-150212-2017	SAMAL DISTRICT (Disbursing)
	Administrative Assistant II	8	OSEC-DECSB-ADAS2-150213-2017	ST. FRANCIS HS (Disbursing)
	Administrative Assistant II	8	OSEC-DECSB-ADAS2-150077-2016	E.C BERNABE NHS (Clerk)
	Administrative Assistant II	8	OSEC-DECSB-ADAS2-150228-2018	MORONG NHS (Clerk)
	Administrative Assistant II	8	OSEC-DECSB-ADAS2-150077-2016	SDO BATAAN (CLERK)



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 CSC Resolution No. 2001100



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2. The qualification standards for the vacant non-teaching position for the above-mentioned item based on Civil Service Revised Qualification Standards are as follows:

POSITION TITLE	QUALIFICATION STANDARDS			
	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
Administrative Assistant III	Completion of Two (2) years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility
Administrative Assistant II	Completion of Two (2) years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility

3. Likewise, the criteria in evaluating and ranking the qualified applicants for **Administrative Assistant III and Administrative Assistant II** per **DepEd Order No 66, s. 2007 (Non-Teaching Group Level)** are as follows:

POSITION TITLE	DepEd Order No 66, s. 2007	Level
Administrative Assistant III Administrative Assistant II	Performance-35 pts. Experience- 5 pts. Outstanding Accomplishments- 5 pts. Education- 10 pts. Training- 10 pts. Potential- 15 pts. Psycho-social Attributes- 20 pts. TOTAL- 100 pts.	Level 1

4. The Human Resource Management Personnel Selection Board (HRM-PSB) shall composed of the following per Division Memorandum Number 496, s. 2021:

PERSONNEL SELECTION BOARD	
Chairperson	William Roderick R. Fallorin, OIC-ASDS
Alternate Chairperson	Andres C. Matawaran, EPS
Members:	
Administrative Officer V	Pilar C. Ignacio
Administrative Officer II	Marlyn F. De Guzman
President of the Local Association Union/ Non-Teaching Association/ Faculty association, as the case may be	Myra V. Dilig – Accountant III (for ADAS III and ADAS II) Ma. Liza A. Manuel, Vice-President DepEd NEU-Bataan



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5. Interested and qualified applicants including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation gender identity and expression (SOGIE) regardless of civil and economic status, religious and political affiliation are encouraged to apply and should signify their interest in writing.
6. Further, applicants are required to submit online at **bit.ly/SDOBTN_Ranking_ADAS_Feb2022** and attach the following **SCANNED DOCUMENTS** on or before **January 27, 2022, 3:00 PM:**

- a. Scanned copy of signed LETTER OF INTENT (LOI) stating the specific position title with salary grade (SG) level as posted; The application letter must be addressed to:

ROLAND M. FRONDA, EdD, CESO V
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

- b. Scanned copy of duly accomplished PERSONAL DATA SHEET (PDS) with recent ID picture taken within three (3) months prior to submission of application (CSC Form No. 212, Revised 2017) duly subscribed and sworn to before an authorized administering officer;
- c. Scanned copy of signed WORK EXPERIENCE SHEET (CSC Form No. 212 – as Attachment to PDS) / SERVICE RECORD / CERTIFICATE OF EMPLOYMENT / CSC FORM 33;
- d. Scanned copy of AUTHENTICATED ELIGIBILITY (CSC, CESB, RA 1080, PD 907, etc.);
- e. Scanned copy of TRANSCRIPT OF RECORDS;
- f. Scanned copy of CERTIFICATE/S OF TRAINING participated within the last five (5) years relevant to the position applied for (if applicable);
- g. Scanned copy of INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (IPCR) or its equivalent for the last three rating period (for applicants with work experience);
- h. Notarized Omnibus Certification certifying the completeness, veracity, accuracy, and authenticity of all documents submitted; (See Enclosure 1) and



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- i. Other scanned documents as contained in DepEd Order No. 66, s. 2007.
 - i. Outstanding Employee Award
 - ii. Innovations
 - iii. Research and Development Program
 - iv. Publication / Authorship
 - v. Consultant / Resource Speaker
7. Furthermore, applicants are required to submit all pertinent documents submitted through online submission (**Certified True Copy/Scanned Copy of the Original**) for evaluation on the **same date and time** as stipulated in previous paragraph and must be properly labelled folder (**Name and position applied**), organized inside the applicant's folder and should be sequentially segregated according to the items criteria set for each position applied for. Thus, no additional or new documents shall be accepted during the virtual deliberation and evaluation process and **NO WALK IN APPLICANTS** shall be accommodated. Applicants are enjoined to place their documents in a long-size envelope.
8. Certificates (employee awards, trainings, resource speakerships, research, innovations, and publications) and other documents (except service record and performance ratings) used or was given credit/points for a promotion shall not be used again in future ranking regardless of the nature or classification of the vacant position being applied for. Only Certificates issued on the date after the last promotion will be considered. Moreover, only certificates within the last FIVE (5) years will be credited to encourage all employees in updating their personal and professional attributes and competencies.
9. Applications with incomplete attachments and/or incomplete information or signature within a particular attachment will not be considered.
10. Qualified applicants are enjoined to strictly observe the date and time of the submission of pertinent documents relative to the filling up of the vacant positions. Also, **STRICT compliance to NO APPOINTMENT, NO TRANSACTIONS** (via DepEd Bataan FB Page, Messenger) shall be observed on the submission of Scanned/Photocopies of pertinent documents following the minimum health safety protocol of the agency.
11. Qualified applicants shall be notified **two (2) days prior to the conduct of virtual ranking**. Similarly, details of the Zoom Teleconferencing shall be coordinated via email or through SMS or call.
12. Also, qualified applicants must present the original copy of the documents/attachments to the HRM-PSB during the actual online evaluation and



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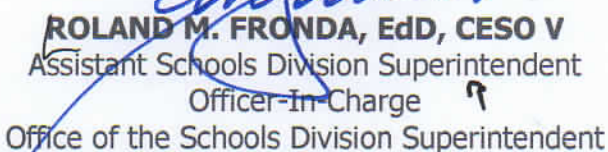
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ranking since it is difficult for the candidate to appear before the Committee. Additionally, the presentation of original documents for verification of authenticities is subject to instruction of the Committee appropriate for the situation. Inability to present any of these documents will lead to automatic disqualification.

13. The Human Resource Management Personnel Selection Board (HRM-PSB) reserves the right to suspend or terminate the hiring process for whatever reason or disqualify any and/or all applicants for failure to comply any of the foregoing requirements and instructions without incurring liabilities against any of the applicant/s.
14. All expenses relative to the conduct of the evaluation and ranking process, including foods/snacks of the HRM-PSB are chargeable against Division MOOE subject the usual accounting and auditing rules and regulations.
15. Immediate and wide dissemination of this Memorandum is desired.


ROLAND M. FRONZA, EdD, CESO V
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

CI2/acm



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CSC Resolution No. 7013500



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**Omnibus Certification of Authenticity and
Veracity of Documents**

I, _____, Filipino, of legal age,
with permanent address at _____,
after being sworn in accordance with law, hereby depose and state that:

1. I am applying for _____ Position with Salary Grade of ____ at _____.
2. I have submitted the following documents:
 - 2.1. **LETTER OF INTENT (LOI)** stating the specific position title with salary grade (SG) level as posted; The application letter must be addressed to
 - 2.2. Duly accomplished **PERSONAL DATA SHEET (PDS)** with recent ID picture taken within three (3) months prior to submission of application (CSC Form No. 212, Revised 2017) duly subscribed and sworn to before an authorized administering officer;
 - 2.3. **WORK EXPERIENCE SHEET** (CSC Form No. 212 – as Attachment to PDS);
 - 2.4. **AUTHENTICATED ELIGIBILITY** (CSC, CESB, RA 1080, PD 907, etc.);
 - 2.5. **TRANSCRIPT OF RECORDS**
 - 2.6. **CERTIFICATE/S OF TRAINING** participated within the last five (5) years relevant to the position applied for (if applicable);
 - 2.7. **INDIVIDUAL PERFORMANCE COMMITMENT REVIEW (IPCR)** or its equivalent for the last three rating period (for applicants with work experience);
 - 2.8. Other scanned documents as contained in DepEd Order No. 66, s. 2007
 - 2.8.1. Outstanding Accomplishments
 - 2.8.1.1. Outstanding Employee Award
 - 2.8.1.2. Innovations
 - 2.8.1.3. Research and Development Projects
 - 2.8.1.4. Publications and Authorship
 - 2.8.1.5. Consultant or Resource Speaker or Facilitator in Trainings/ Seminars
3. I am executing this Certification to attest to the authenticity and veracity of all documents submitted.



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4. By executing this Omnibus Certification of Authenticity and Veracity of Documents, I hereby authorize the Department of Education, Division of Bataan to verify the authenticity of the abovementioned documents.

(Signature over printed name of the Applicant)

PRC ID No. _____

Date Issued: _____

Expiry Date: _____

SUBSCRIBED AND SWORN to before me this _____ day of _____,
2021 at Balanga City, Bataan.

NOTARY PUBLIC

DOC. _____

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