



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

July 6, 2020

**DIVISION MEMORANDUM**  
No. 140, s. 2020

**DIVISION RANKING OF ADMINISTRATIVE ASSISTANT III (BOOKKEEPER)  
AND ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)**

**To:** Chiefs of Division  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Principals  
SDO Personnel  
All Others Concerned

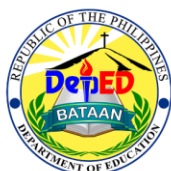
1. This Office announces the conduct of the Division Ranking of the **Administrative Assistant III (Bookkeeper) and Administrative Assistant II (Disbursing Officer)** on July 22, 2020 using Zoom Conferencing Application on the following schedules:

2.

VACANCIES	DATE OF RANKING
<b>Administrative Assistant III (Bookkeeper)</b>	<b>July 22, 2020 8:30 - 10:00 AM</b>
<b>Administrative Assistant II (Disbursing Officer)</b>	<b>July 22, 2020 10:00-11:30 AM</b>

3. The following will be the legal bases for ranking:

VACANCIES	NO. OF ITEM/S	LEGAL BASES FOR RANKING
<b>ADMINISTRATIVE ASSISTANT III (for BOOKKEEPER) – DIVISION OF BATAAN</b>	1	<b>Dep-Ed Order No. 66, Series of 2007</b> Entitled The Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions
<b>ADMINISTRATIVE ASSISTANT III (for BOOKKEEPER) – MARIVELES DISTRICT</b>	1	
<b>ADMINISTRATIVE ASSISTANT III (for BOOKKEEPER) – MORONG NATIONAL HIGH SCHOOL</b>	1	



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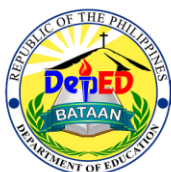
<b>ADMINISTRATIVE ASSISTANT II (for DISBURSING OFFICER) - MORONG DISTRICT</b>	1	(Non-Teaching Group LEVEL 1)
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4. Qualified applicants, regardless of age, gender, civil status, disability, ethnicity, religion or political affiliation are enjoined to participate.
5. The qualification standards are as follows:

Qualification Standards	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
<b>ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER) SG 8</b>	Completion of two (2) years studies in college	1 year relevant experience	Four (4) hours relevant training	Career Service (Sub-professional) First Level Eligibility

6. Based on Memorandum DM-OUFDA-2019-005, the preferred qualification standards for **ADMINISTRATIVE ASSISTANT III (BOOKKEEPER-SG 9)** are shown below must be observed:

Qualification Standards	CSC PRESCRIBED QUALIFICATION	PREFERRED QUALIFICATION
<b>EDUCATION</b>	Completion of two (2) years studies in college	Bachelor's Degree in Business Administration, Major in Accounting or Completion of at least 2 years studies in Bachelors' Degree in Accountancy or Commerce; or Completion of 2 years studies in college with at least nine (9) units in Accounting subjects
<b>EXPERIENCE</b>	1 year of relevant experience	1 year of relevant experience in accounting activities/tasks
<b>TRAINING</b>	4 hours relevant training	4 hours relevant training in accounting and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft excel)
<b>ELIGIBILITY</b>	Career Service (Sub-professional) First Level Eligibility	Career Service (Sub-professional) First Level Eligibility



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7. The documents to be submitted by the applicants for the **ADMINISTRATIVE ASSISTANT III (BOOKKEEPER) AND ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)** are as follows:

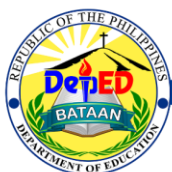
a. **Letter of intent;**

b. **Eligibility Documents:**

- i. Original and/or Certified True Copy of Transcript of Records for baccalaureate degree;
- ii. Original and/or Certified True Copy Appointment Papers CSC Form 33 or Certificate of Employment with specific duties and functions; and/or any other similar documents relevant to the position being applied for;
- iii. Certificate of Participation / Attendance on trainings or learning and development programs recognized by DepEd or other service providers/organizations duly recognized by the government; and
- iv. Copy of valid CSC Eligibility or PRC License. If expired, please attached a copy of proof of renewal.

c. **Pertinent Documents per DepEd Order No. 66 s. 2007**

- i. Form 212 (PDS);
- ii. Certificate of Rating as 1<sup>st</sup> level CSC Eligible (Sub-Professional);
- iii. Result of Licensure Examination and valid PRC ID if applicable;
- iv. Updated Service Record if applicable; or copy of certificate of employment with specific duties and functions relevant to the position being applied for; ( similar to paragraph 6.b.ii );
- v. Certified True Copies of Performance Ratings (SY 2018-2019; SY 2017-2018; SY 2016-2017) if applicable;
- vi. Summarized Performance Rating for the last 3 rating periods duly signed by the Administrative Officer V if applicable;
- vii. Outstanding Accomplishments per DepEd Order No. 66 s. 2007
  - vii.1. Outstanding Employee Award
  - vii.2. Innovations
  - vii.3. Research and Development Program
  - vii.4. Publication / Authorship
  - vii.5. Consultant / Resource Speaker
- viii. Original and/or Certified True Copy of Transcript of Records for Master's Degree and / Doctorate Degree if applicable;
- ix. Certificate of seminars and relevant trainings attended if applicable;
- x. Other documents deemed relevant for appreciation relevant to the position applied for; and
- xi. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.



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8. In order to minimize the incidence of virus transmission, the enumerated documents in paragraphs 6 (a to c.xi) of this Memorandum and any other pertinent documents of interested applicants for the abovementioned positions shall be **SCANNED** in Portable Document Format (PDF) and shall be **SUBMITTED ONLINE** using the links below **on or before July 15, 2020, 9:00 in the morning to 10:00 in the evening**. Applicants are enjoined to strictly observe the submission of documents.

**FOR ADMINISTRATIVE ASSISTANT III (BOOKKEEPER) POSITIONS:**

Link: [https://bit.ly/SDOBTN\\_Ranking\\_Bookkeeper](https://bit.ly/SDOBTN_Ranking_Bookkeeper)

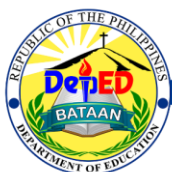
**FOR ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER):**

Link: [https://bit.ly/SDOBTN\\_Ranking\\_Disbursing](https://bit.ly/SDOBTN_Ranking_Disbursing)

9. Only applicants with notification either by e-mail and/or call will be required to join the virtual evaluation of pertinent documents as stated in paragraph 1 of this Memorandum. Personal submission of pertinent documents shall not be allowed and entertained. However, said documents (original and photocopies) shall be brought on the day of ranking for verification purposes.
10. Applicants are enjoined to strictly observe the submission of documents relative to the filling up of the aforementioned vacant positions.
11. Evaluation of pertinent documents will be held online via Zoom. The link and dates of the Zoom meeting will be sent through the candidates' email address. It is expected that the participant must enter/log-in Ten (10) minutes before the schedule. It is also expected that access to internet connection is stable to last until the end of the scheduled Zoom meeting.
12. Immediate and wide dissemination of this Memorandum is desired.

**ROMEO M. ALIP, PhD. CESO V**  
Schools Division Superintendent

S2/Ad1/Ad3  
20200627  
2020 RANKING FOR ADAS3 & ADAS2



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