



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

DIVISION MEMORANDUM
No. 227 s. 2021

JUN 11 2021

**DIVISION RANKING OF ADMINISTRATIVE ASSISTANT III-BOOKEEPER
-MAGSAYSAY NATIONAL HIGH SCHOOL &
ADMINISTRATIVE ASSISTANT II
-ORANI NATIONAL HIGH SCHOOL-MAIN**

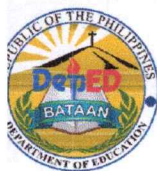
To: OIC-Assistant Schools Division Superintendent
Chiefs of Division
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Principals
SDO Personnel
All Others Concerned

1. This Office announces the conduct of the Division Ranking of the following vacancies in the Division and to be held via Zoom Conferencing

VACANCIES	NO. OF ITEMS	DATE & TIME OF RANKING
ADMINISTRATIVE ASSISTANT III -MAGSAYSAY NATIONAL HIGH SCHOOL	1	June 22, 2021 8:30 am Tuesday
ADMINISTRATIVE ASSISTANT II -ORANI NATIONAL HIGH SCHOOL –MAIN -ADMIN	1	June 22, 2021 8:30 am Tuesday

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

VACANCIES	NO. OF ITEMS	LEGAL BASES FOR RANKING
ADMINISTRATIVE ASSISTANT III -MAGSAYSAY NATIONAL HIGH SCHOOL	1	DepEd Order No. 66, s.2007 entitled



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ADMINISTRATIVE ASSISTANT II -ORANI NATIONAL HIGH SCHOOL –MAIN	1	<i>The Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions (NON-TEACHING GROUP LEVEL 1)</i>
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3. All qualified applicants including persons with disability (PWD), members of indigenous communities and those from sexual orientation and gender identities (SOGI), religion and political affiliation are enjoined to participate.
4. The qualification standards are as follows:

Qualification Standards	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
ADMINISTRATIVE ASSISTANT II SG 8	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 III– BOOKKEEPER SG 9	Completion of Two (2) years studies in college	1 year relevant experience	4 hours relevant training	Career Service (Sub-professional) First Level Eligibility

5. The documents to be submitted by the applicants for the **VACANCIES FOR ADMINISTRATIVE ASSISTANT III-BOOKKEEPER and ADMINISTRATIVE ASSISTANT II** 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



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renewal.

c. Pertinent Documents per DepEd Order No. 66 s. 2007, Level 1

- i. Duly Accomplished Form 212 (PDS);
- ii. Certificate of Rating as 1st 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 2019-2020; SY 2018-2019; and SY 2017-2018) 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, Level 1**
 - 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.

6. 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 June 16, 2021, 9:00 in the morning to 4:00 afternoon**. Applicants are enjoined to strictly observe the submission of documents.

Link for online submission:

bit.ly/SDOBTN_Ranking_AdminAsst

7. Only applicants with notification either by e-mail and/or call will be required to join and participate in the scheduled face-to-face evaluation as stated in paragraph 1 of this Memorandum. Personal submission of pertinent documents (original) shall be brought on **June 16 2021; 8:00 in the morning until 4:00 afternoon** for verification purposes.

8. Applicants are enjoined to strictly observe the submission of documents relative to the filling



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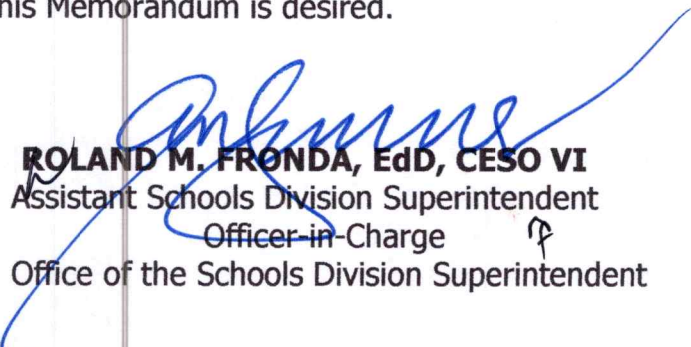
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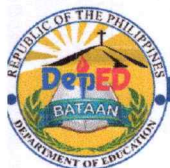
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up of the aforementioned vacant positions.

9. Immediate and wide dissemination of this Memorandum is desired.


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

S2/Ad1/Ad3
20210618
2021 VARIOUS ITEMS FOR RANKING



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