



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

July 13, 2021

DIVISION MEMORANDUM
No. 301 s. 2021

DIVISION RANKING OF ADMINISTRATIVE ASSISTANT III – ST. FRANCIS HIGH SCHOOL AND ADMINISTRATIVE ASSISTANT III –HERMOSA DISTRICT

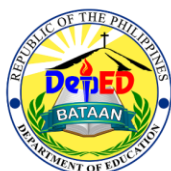
To: OIC-Assistant Schools Division Superintendent
Chiefs of Division
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Principals
SDO Personnel
All Others Concerned

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 – ST. FRANCIS HIGH SCHOOL - BOOKEEPER	1	August 5, 2021 1:30 pm Thursday
ADMINISTRATIVE ASSISTANT III – HERMOSA DISTRICT - BOOKEEPER	1	

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

VACANCIES	LEGAL BASES FOR RANKING
ADMINISTRATIVE ASSISTANT III – ST. FRANCIS HIGH SCHOOL - BOOKEEPER ADMINISTRATIVE ASSISTANT III – HERMOSA DISTRICT- BOOKEEPER	Dep-Ed Order No. 66, Series of 2007 entitled <i>The Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions</i> <i>(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:

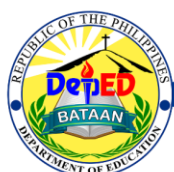
CSC PRESCRIBED QUALIFICATIONS:

Qualification Standards	EDUCATION	EXPERIENCE	TRAINING	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

Preferred Qualifications

Qualification Standards	EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY
ADMINISTRATIVE ASSISTANT III – BOOKKEEPER SG 9	Bachelor's Degree in Business Administration, Major in Accounting; Completion of at least 2 years studies in Bachelor's Degree in Accountancy or Commerce; or Completion of Two (2) years studies in college with at least nine (9) units in accounting subjects	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 (e.g. Microsoft Excel)	Career Service (Sub-professional) First Level Eligibility

5. The documents to be submitted by the applicants for the **VACANCIES FOR ADMINISTRATIVE ASSISTANT III-BOOKKEEPER** are as follows:



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a. Letter of intent;

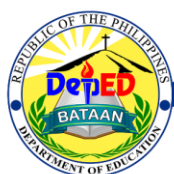
b. Eligibility Documents:

- 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, 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 July 15, 2020, 9:00 in the morning to 4:00 in the afternoon.** Applicants are enjoined to strictly observe the submission of documents.



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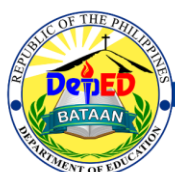
FOR ADMINISTRATIVE ASSISTANT III-BOOKKEEPER: (1)

Link: https://bit.ly/SDOBTN_Ranking_ADMINISTRATIVEASSISTANTIII

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 **July 15, 2020; 8:00 in the morning until 4:00 in the afternoon** for verification purposes.
8. Applicants are enjoined to strictly observe the submission of documents relative to the filling 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/A21/A23
20210730
2021 VARIOUS ITEMS FOR RANKING



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