



Republic of the Philippines
Department of Education
 REGION VIII
 SCHOOLS DIVISION OF CALBAYOG CITY

February 22, 2024

DIVISION MEMORANDUM

No. 118, s. 2024

RECRUITMENT, SELECTION, AND APPOINTMENT (RSA) FOR ADMINISTRATIVE ASSISTANT III (Senior Bookkeeper), ADMINISTRATIVE ASSISTANT II (Disbursing Officer II), ADMINISTRATIVE ASSISTANT II (Clerk IV) and ADMINISTRATIVE ASSISTANT I

TO: Assistant Schools Division Superintendent
 Chief Education Supervisor
 Education Program Supervisors
 Public Schools District Supervisors
 Unit/Section Heads
 Public Elementary and Secondary School Heads
 All Others Concerned

1. This Office hereby informs the field that the Recruitment, Evaluation, Selection, and Appointment (RESA) for Administrative Assistant III (Senior Bookkeeper), Administrative Assistant II (Disbursing Officer II), Administrative Assistant II (Clerk IV), and Administrative Assistant I will now commence.
2. Applicants are required to submit the following documents (properly fastened in a folder with tabbing on the side for Performance Rating, Experience, Outstanding Accomplishments, Education & Training, and properly labeled with applicant's name, present position/designation, and the position being applied) on or before **March 4, 2024 until 5:00 in the afternoon only**, to wit:

POSITION	DOCUMENTS
Administrative Assistant III (Senior Bookkeeper), Administrative Assistant II (Disbursing Officer II), Administrative Assistant II (Clerk IV) and Administrative Assistant I	a. Letter of Intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office
	b. Duly accomplished Form 212 (Personal Data Sheet) Revised 2017
	c. Photo Copy of Valid and updated PRC Professional License/Cert of Eligibility
	d. Photocopy of Certificate of Eligibility/Report of Rating (PBET/LET)
	e. Photocopy of scholastic/academic records such as but not limited to Transcript of Records (TOR) with GWA and Diploma, including completion of graduate and post-graduate units/degrees, if available
	f. Photocopy of Certificate of Relevant Training/Seminars Attended
	g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable
	h. Photocopy of Latest Appointment, if applicable
	i. Photocopy of the Performance Rating for the last 3 rating period covering one (1) year of performance prior to the assessment, if applicable;
	j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C), notarized by the authorized official;
	k. Other documents as maybe required by the HRMPSB for comparative assessment, including but not limited to: <ol style="list-style-type: none"> i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of

	<p>Learning and Development reckoned from the date of last issuance of appointment; and</p> <p>ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating obtained from the relevant work experience, if Performance Rating is not relevant to the position to be filed, if applicable.</p>
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3. To qualify for the positions, applicants should meet the following qualification standards, per CSC 1997 Qualification Standards and CSC MC No. 10 s. 2005:

POSITION	CRITERIA	Education
Administrative Assistant III (Senior Bookkeeper)	Education	Completion of 2 years of studies in college
	Experience	1 year of relevant experience
	Training	4 hours of relevant training
	Eligibility	Career Service Subprofessional/1st level eligibility
ADMINISTRATIVE ASSISTANT II (Disbursing Officer II)	Education	Completion of 2 years of studies in college
	Experience	1 year of relevant experience
	Training	4 hours of relevant training
	Eligibility	Career Service Subprofessional/1st level eligibility
ADMINISTRATIVE ASSISTANT II (Clerk IV)	Education	Completion of 2 years of studies in college
	Experience	1 year of relevant experience
	Training	4 hours of relevant training
	Eligibility	Career Service Subprofessional/1st level eligibility
ADMINISTRATIVE ASSISTANT I	Education	Completion of 2 years of studies in college
	Experience	None Required
	Training	None Required
	Eligibility	Career Service Subprofessional/1st level eligibility

5. The RESA process shall be based on the guidelines set forth in DepEd Order No. 007, s. 2023 which can be browsed at deped.gov.ph.

6. Applicants shall be evaluated using the following criteria:

CRITERIA	Breakdown of Points
NON-TEACHING POSITIONS	SG 1-9 (Non-General Services)
a. Education	5
b. Training	5
c. Experience	20
d. Performance	20

e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (Written Exam, Work Sample Test, BEI)	20
TOTAL	100

7. The Perusal, Interview, and confirmation of points shall be done on the following schedules:

ACTIVITIES	DATES
Perusal of Documents by the HRMPSB	March 5, 2024 @8am at the Division Conference Hall
Orientation and Written Examination	March 8, 2024 @8am at the Division Conference Hall
Interview and Confirmation of Points	March 12, 2024 @9am at the Division Conference Hall

8. All qualified applicants including Persons with Disabilities (PWD), indigenous People (IP), and Sexual Orientation and Gender Identity (SOGI) are encouraged to apply, PWD may request in advance the assistance needed during the interview process.

9. Applicants are hereby advised to proceed to the Personnel Section to confer with the HRMO on the completeness of the required documents before submission to the Records Section.

10. The HRMPSB will be posting the Initial Evaluation Result and only those who will be declared Qualified will attend the Perusal, Interview, and confirmation of points.

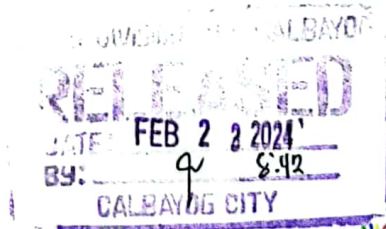
11. The expenses of this activity (HRMPSB lunch and snacks) shall be charged against the Local funds, subject to the usual accounting and auditing rules and regulations.

12. For information, guidance, and compliance of those concerned.

MARGARITO A. CADAYONA, JR. PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

For the Schools Division Superintendent:


JUN-MILO B. DULFO PhD
OIC – Assistant Schools Division Superintendent
Office In-Charge



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