



Republika ng Pilipinas

Kagawaran ng Edukasyon

Rehiyon V – Bicol

TANGGAPANG PANSANGAY NG CATANDUANES



October 14, 2024

DIVISION MEMORANDUM
No. 21 s. 2024

ACCEPTANCE OF APPLICATION AND ASSESSMENT FOR NON-TEACHING POSITIONS

TO: Assistant Schools Division Superintendent
CID & SGOD Chief and Personnel
OSDS Unit Heads and Personnel
Elementary & Secondary School Heads
All Others Concerned

1. The DepEd Schools Division Office of Catanduanes announces the acceptance of applications for non-teaching positions from **October 14, 2024** until **October 24, 2024**.

2. The vacancies are the following:

Position Title	Office/Assignment	No. of Vacancy
Administrative Assistant III	Office of the Schools Division Superintendent- Budget Section	1
Administrative Assistant III (Senior Bookkeeper)	Office of the Schools Division Superintendent- Elementary	8
	Panganiban National High School-CAIC Compound	1
	Supang-Datag National High School	2
Senior Bookkeeper	Gigmoto Rural Development High School	1
	San Andres Vocational School	1
Administrative Assistant II (Bookkeeper)	Office of the Schools Division Superintendent- Accounting Section	2
Administrative Assistant II (Disbursing Officer)	Office of the Schools Division Superintendent - Elementary	4
	Gigmoto Rural Development High School	1
	San Jose National High School	1
	Viga Rural Development High School	1
	Panganiban National High School	1
Administrative Assistant II (Property Custodian)	Bagamanoc Rural Development High School	1

3. The CSC Prescribed Qualification Standards for the said positions and Job Description are shown in Enclosure No. 1 to this memorandum.

4. Applicants are required to register in the link <https://bit.ly/NTPaOnlineRegistrationCTD> and a printed copy of their registration must be included in their application documents. Applicants should provide complete details of their personal information, education, training, experience, and eligibility on the link. Only applicants who registered in the link and submitted complete hard copies of documents in the Schools Division Office-Records Section on the set deadline will be considered as official applicants.

5. All interested qualified applicants shall submit their documents at the Records Section in color coded folder (Administrative Assistant III and Senior Bookkeeper- RED, Administrative Assistant II (Disbursing Officer)- YELLOW, Administrative Assistant II (Property Custodian)- BLUE. Documents must be fastened on the left side with Table of Contents arranged from letter A to letter M as indicated below. To facilitate the evaluation process, labels (index tabs) using A to M are requested:

BASIC DOCUMENTARY REQUIREMENTS	
A	Letter of Intent addressed to the Schools Division Superintendent
B	Duly accomplished CSC Form 212 (Revised 2017) with latest passport size ID picture, notarized and Work Experience Sheet (if applicable), download the form at bit.ly/F212_PDS & bit.ly/WES_PDS
C	Clear photocopy of valid and updated PRC License/ID (if applicable)
D	Clear photocopy of Civil Service Commission Board Rating/Certificate of Eligibility/Report of Rating
E	Clear photocopy of Transcript of Records (TOR) for baccalaureate degree, and post graduate degree (if applicable)
F	Clear photocopy of Certificate/s of training attended within the last 5 years with summary table, arranged by year from most recent (if applicable)
G	Clear photocopy of Service Record/Certificate of Employment/Contract of Service (if applicable)
H	Clear photocopy of Latest Appointment (if applicable)
I	Clear photocopy of Performance Rating in the last rating period covering 1 year performance prior to the assessment (if applicable)
J	Checklist of Requirements and Omnibus Sworn Statement in the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form (Annex C) - download @ bit.ly/Annex_C



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OTHER DOCUMENTS	
K	Outstanding Accomplishment if any <ul style="list-style-type: none"> • Awards and Recognitions • Research and Innovation • Membership in National Technical Working Groups (TWGs) or Committees • Resource Speakership/Learning Facilitation • NEAP Accredited Learning Facilitator
L	Application of Education (relevant intervention that is directly applicable to the functional unit where the position applied for is lodged), if any <ul style="list-style-type: none"> • Action Plan approved by the Head of Office • Accomplishment Report verified by the Head of Office • Certification of the utilization/adoption signed by the Head of Office
M	Application of Learning & Development, if any <ul style="list-style-type: none"> • Certificate of Training that is aligned with the Individual Development Plan (External applicants must submit a certification from the HR of their current or previous employer stating that the L&D intervention is aligned with the tasks of the applicants) • Action Plan/Re-Entry Action Plan • Accomplishment Report with a certification that the L&D was used/adopted by the Office

6. Applicants applying for multiple office/assignment in Administrative Assistant III or Senior Bookkeeper, Administrative Assistant II (Disbursing Officer) should submit only one folder, provided that the position office/assignment of the position/s applied for are indicated in the application letter.

7. Only the Application Letter, Omnibus Certification and Personal Data Sheet are required to be submitted in original forms.

8. The applicant assumes full responsibility and accountability for the completeness, authenticity and veracity of the documents submitted, as evidenced by the Omnibus Sworn Statement, duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.

9. The schedule of activities are as follows:

Date and Time	Activities	Venue	Person/s Committee Responsible	Participants
October 15, 2024 (10-11AM)	Orientation of Applicants	Online Note: All interested qualified applicants shall request a link through this email: hormosp.ctd@deped.gov.ph	HRMO	Interested Applicants
October 24, 2024 (8:00AM-5:00PM)	Deadline of submission of application letter with relevant documents	Records Section	Records Officer	Interested Applicants
October 31, November 4-5, 2024	Initial evaluation of documents	Personnel Section	HRMO	
November 13-14, 2024	Written Test	SDO-Terrace	HRMPSB Secretariat	Interested Applicants
November 15,18-19, 2024	Document Evaluation and Interview	SDO Terrace	HRMPSB	Interested Applicants

10. The Criteria and Point System for Hiring and Promotion for Non-Teaching positions per DepEd Order No. 7 s. 2024 are as follows:

Criteria	Points
Education	5
Training	5
Experience	20
Performance	20
Outstanding Accomplishments	10
Application of Education	10
Application of Learning & Development	10
Potential (Written Test, BEI, Work Sample Test)	20

11. Only relevant Education, Training and Experience that exceeds the minimum qualification of the CSC approved- Qualification Standard shall be given points. Training must be earned after the last promotion but within the last five (5) years.



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12. Applicants who failed to submit complete mandatory documents on **October 24, 2024** shall not be included in the pool of official applicants. No additional documents shall be accepted after the deadline.
13. All official applicants in the pool shall be assigned an application code to ensure objectivity and integrity of the process and to protect the identity of the applicants when posting the results.
14. Notice of Initial Evaluation Result for Qualified and Disqualified applicants will be notified through email.
15. During the open deliberation, qualified applicants must be ready with their original documents for verification purposes.
16. Applicants may retrieve their documents one (1) month after the release of the approved Comparative Assessment Result (CAR). The HRMPSB will not be responsible for the safekeeping of the documents submitted. It will be disposed properly three (3) months after the release of CAR.
17. This Office upholds Equal Employment Opportunity Principle: "that there shall be no discrimination in selection of employees on account of age, school, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation, and those from any sexual orientation and gender identities and expression (SOGIE) or other similar factors/personal circumstances which run counter to the principle of merit, fitness for the job and equal opportunity."
18. Persons with disability, pregnant or any applicant in need of special assistance should notify the Personnel Section prior to the scheduled date of evaluation.

19. The following is the composition of the Human Resource Merit, Promotion and Selection Board (HRMPSB):¹

Chairperson	SGOD Chief MARY JEAN S. ROMERO	
	Regular	Alternate
Members	AO V EVA S. TOLENTINO HRMO MARICHELLE B. LLAVE EPS AROLINE T. BORJA (for 2 nd level position) School Head or Chief of Division where the vacancy exist	AO IV CHERIE V. PEREZ AO II ROMA ANGELEE A. SOLEYBAR EPS AMELIA B. CABRERA (for 2 nd level position) ADAS III VIRGILIO J. MOLINA JR. (for 1 st level position) Alternate of School Head or Chief of Division where the vacancy exist

20. All expenses to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
21. For information, immediate and wide dissemination, guidance and compliance.

By Authority of the OIC – Schools Division Superintendent:


ATTY. NORLITO JR. P. AGUNDAY
 Attorney III
 Officer-in-Charge

¹ DM No. 111 s. 2024 re: Reconstitution of the HRMPSB/Designation of Chief Mary Jean S. Romero dated July 30, 2024






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Enclosure No. 1 to Division Memorandum No. ___ s. 2024

Administrative Assistant III (Budget Section)

	JOB DESCRIPTION	JD No. _____	Revision Code: ____
Department of Education			
Position Title	Administrative Assistant III	Salary Grade	9
Parenthetical Title		Governance Level	Schools Division Office (SDO)/Implementing Unit Secondary School
Unit	Accounting/Budget/Personnel Section	Division	Office of the Schools Division Superintendent
Reports to	Administrative Officer IV – Finance/Administrative Unit	Effectivity Date	
Positions Supervised	N/A	Page/s	
JOB SUMMARY			
This position shall provide assistance on the finance-related functions in schools and to facilitate efficiency in SDO and school operations such as accounting, budgeting, cash management, and payroll services, to ensure efficient office operations.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Completion of two years in college		
Experience	1 year relevant experience		
Eligibility	Career Service Sub-Professional (First Level Eligibility)		
Trainings	4 hours of relevant training		
B. Preferred Qualifications			
Education	Bachelor's degree in Business Administration, Major in Accounting; or Completion of at least 2 year studies in Bachelor's Degree in Accountancy or Commerce; or Completion of 2 years studies in college with at least nine (9) units in accounting		
Experience	1 year relevant experience in accounting activities/tasks		
Eligibility	Career Service Sub-Professional (First Level Eligibility)		
Trainings	4 hours relevant training in Accounting; and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)		
SDO _ OSDS _ A Pagu			

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Budgeting Services	<p>Budgeting System</p> <ul style="list-style-type: none"> Assist in the conduct of orientations and workshops on the budgeting system Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement <p>Budget Preparation</p> <ul style="list-style-type: none"> Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets Provide clerical support in the preparation of budget proposals Act as Liaison Officer to DBM, NEDA and other oversight bodies Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications) Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations <p>Budget Execution</p> <ul style="list-style-type: none"> Assist in gathering of data needed in the preparation of cost efficiency computations Prepare data needed to approve obligation requests Gather data needed to evaluate and prepare status report on budget utilization Prepares documents to approve fund transfer to other operating units <p>Budget Accountability and Reports</p> <ul style="list-style-type: none"> Gather data needed in the preparation of budget accountability reports



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Administrative Assistant III/Senior Bookkeeper

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Assistant III	9	1	*** Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional) First Level Eligibility

DUTIES AND RESPONSIBILITIES	
Senior Bookkeeper – Schools and DO	
1	Prepares journal entries, reports, letters, endorsements and memoranda
2	Prepares schedules to support statements of accounts or other financial statements for incorporation in the books of accounts or progress reports.
3	Prepares the reconciliation of the books of accounts
4	Prepares, reviews and revises the work of subordinates
5	Prepares financial reports
6	Analyzes financial statements made by assistants and helpers
7	Maintains discipline and efficiency of subordinates
8	Assists in supervising bookkeeping work in office and ascertains that transactions have been properly recorded in books
9	Prepares trial balances, monthly statement of income and expenditures and other financial statements; and prepares adjusting entries and journal vouchers
10	Prepares correspondence pertaining to financial and bookkeeping matters.
17	Supervises the submission of required financial data and reports to oversight agencies
18	Ensures that Audit Observation Memorandum (AOM) and Annual Audit Report findings are complied with, addressed and justified
19	Attends budget hearings at the regional and national levels
20	Assists the agency head in defending the budget proposals/estimates
21	Provides inputs for improvement of accounting and budget systems
22	Supervises the accurate and timely preparation and submission of financial reports to COA and other oversight agencies
23	Serves as organizer, facilitator, resource speaker and consultant on budgeting, related trainings and other budget and accounting developmental activities
24	Recommends budget and other finance-related trainings
25	Coordinates with stakeholders, other government agencies, banks and other funding institutions on financial resource generation and related initiatives
26	Ensures that communications are acted upon within prescribed period
27	Reviews, analyzes and interprets financial statements and other financial reports
28	Supervises the effective implementation of budget, accounting and payroll systems

Administrative Assistant II (Bookkeeper)

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Assistant III	9	1	*** Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional) First Level Eligibility

DUTIES AND RESPONSIBILITIES	
Bookkeeper – DO and Schools	
1	Keeps the books of original entry and books of final entry
2	Posts financial transactions from the books of original entry to the general ledger
3	Foots and balances the general ledger and keeps various subsidiary ledgers
4	Prepares trial balances, monthly statement of income and expenditures and other financial statements and reconciles treasury account and current and bank balances with book balances
5	Prepares correspondence on financial and bookkeeping matters
6	Monitors release of cash advances to both elementary and secondary schools without complete set of books




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Administrative Assistant II (Disbursing Officer)

 Department of Education	POSITION AND COMPETENCY PROFILE	PCP No _____	Revision Code 00
Position Title	Administrative Assistant II	Salary Grade	8
Parentetical Title	Disbursing Officer II		
Office Unit	Cash Division Teachers Camp Secondary School	Effectivity Date	
Reports to	Cashier III, School Principal	Page/s	
Position Supervised	None		
JOB SUMMARY			
Collects, disburses, accounts for, records, reports and remits funds for receipt, custody, payment and disbursement.			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Completion of 2 years studies in college		
Experience	1 year relevant experience		
Eligibility	Career Service (Subprofessional) First Level Eligibility		
Trainings	4 hours relevant training		
B. Preferred Qualifications			
Education	Completion of at least 2 years in college, with 9 units in accounting		
Experience	2 years relevant experience		
Eligibility	Career Service (Subprofessional) First Level Eligibility		
Trainings	8 hours relevant training		

DUTIES AND RESPONSIBILITIES	
Disbursing Officer II	
1	Assists in collection of funds and deposits
2	Prepares remittance and deposit slips
3	Prepares report of collections and deposits
4	Draws cash advances for trainings as designated disbursing officer
5	Pays out cash for payrolls and vouchers
6	Controls payroll and prepares vouchers for salaries and wages
7	Verifies and pays salaries and wages and other disbursements
8	Posts and reviews the posting of disbursement to the cash book and accounts for cash advance received
9	Accounts for receipt custody and disbursement of funds
10	Prepares report of disbursements
11	Processes checks and advice of checks issued and cancelled
12	Prepares report of checks issued and cancelled
13	Controls and releases approved checks to DepEd credits



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Administrative Assistant II (Property Custodian)

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Assistant III	9	1	*** Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional) First Level Eligibility

DUTIES AND RESPONSIBILITIES

1. Consolidates Project Procurement Management Plan (PPMP)
2. Prepare Annual Procurement Plan (APP)
3. Request and Conduct Pre-inspection of Supplies and Materials
4. Accept deliveries of supplies, materials and equipment based on the approved Purchase order
5. Process requisitions and Prepares inspection and acceptance report
6. Prepares report on the Physical Count of inventories (RPC)& the Property Plant & Equipment (PPE)
7. Identifies unserviceable Equipment and Waste Materials for proper disposal and Prepares Inventory and Inspection report of unserviceable property & waste materials report for submission to the Disposal Committee.
8. Submits monthly report of supplies and materials issued
9. Maintain property records for account responsibility and custodianship
10. Signs clearance of property accountability for all officials and employees of the school.



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DATE: 19 OCT 2024 TIME: 1:48



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TANGGAPANG PANSANGAY NG CATANDUANES

October 15, 2024

DIVISION MEMORANDUM

No. 526 s. 2024

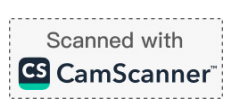
**ADDENDUM AND CORRIGENDUM TO DIVISION MEMORANDUM NO. 521, S. 2024
TITLED ACCEPTANCE OF APPLICATION AND ASSESSMENT
FOR NON-TEACHING POSITIONS**

TO: Assistant Schools Division Superintendent
CID & SGOD Chief and Personnel
OSDS Unit Heads and Personnel
Elementary & Secondary School Heads
All Others Concerned

1. In connection with Division Memorandum No. 521, s. 2024 re: Acceptance of Application and Assessment for Non-Teaching Positions, this Office hereby issues the corrected Qualification Standards per CSC MC No. 10 s. 2005 for the vacancies shown as Enclosure No. 2.
2. For Administrative Assistant II (Bookkeeper) the documents to be submitted should be in **WHITE** folder.
3. For immediate dissemination and guidance.

By Authority of the OIC – Schools Division Superintendent:

[Signature]
ATTY. NORLITO JR. P. AGUNDAY
Attorney III
Officer-In-Charge





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Enclosure No. 2 to Division Memorandum No. 521 s. 2024

Administrative Assistant II (Bookkeeper) – Salary Grade 8

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Assistant II	8	1	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional) First Level Eligibility

Administrative Assistant II (Property Custodian) – Salary Grade 8

Position Title	SG	Level	Education	Experience	Training	Eligibility
Administrative Assistant II	8	1	Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 s. 1996 Career Service (Sub-professional) First Level Eligibility

Reference: CSC MC 10, s. 2005



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