



November 2, 2017

Division Memorandum
No. 198, s. 2017

EVALUATION AND RANKING OF QUALIFIED APPLICANTS FOR NEWLY-CREATED SENIOR BOOKKEEPER AND DISBURSING OFFICER- II POSITIONS IN THE DIVISION OF CAPIZ- OFFICE OF THE SDS, ELEMENTARY AND SECONDARY SCHOOLS (S.Y. 2017-2018)

To: Acting ASDS
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary and Secondary Schools.
Unit Heads, Schools Division Office

1. This office announces the conduct of the **Evaluation and Ranking of Qualified Applicants** for the following **Finance Positions**, to wit:

1.1. Administrative Assistant III (Senior Bookkeeper) (SG-9) for Division of Capiz – Elementary Schools: (18 items)

1.2. Administrative Assistant II (Disbursing Officer II) (SG-8) for Division of Capiz- Elementary Schools (SG-11): (18 items)

1.3. Administrative Assistant III (Senior Bookkeeper) (SG-9) for Secondary Schools: (5 items)

| | | |
|---|---|--------|
| Estefania Montemayor NHS (Dumarao, Capiz) | : | 1 item |
| Manuel Onato NHS (Dumarao, Capiz) | : | 1 item |
| Macario D. Bermejo NHS (Jamindan, Capiz) | : | 1 item |
| Florentina Degala NHS (Maayon, Capiz) | : | 1 item |
| Lonoy NHS (Sapian, Capiz) | : | 1 item |

1.4. Administrative Assistant II (Disbursing Officer II) (SG-8) for Secondary Schools: (4 items)

| | | |
|--|---|--------|
| Manuel Onato NHS (Dumarao, Capiz) | : | 1 item |
| Macario D. Bermejo NHS (Jamindan, Capiz) | : | 1 item |
| Florentina Degala NHS (Maayon, Capiz) | : | 1 item |
| Lonoy NHS (Sapian, Capiz) | : | 1 item |

1.5. Administrative Assistant III (Senior Bookkeeper) (SG-9) for Capiz Division- Office of the Superintendent (for Clustered Schools): (5 items)

1.6. Administrative Assistant II (Disbursing Officer II) (SG-8) for Capiz Division- Office of the Superintendent (for Clustered Schools): (5 items)

2. The CSC required minimum qualification standard and the agency's preferred qualifications are as follows:

2.1. CSC Required Qualifications for ADAS III – SG 9 (Senior Bookkeeper)

| | | |
|-------------|---|---|
| Education | : | Completion of 2 years in college |
| Experience | : | 1 year relevant experience |
| Training | : | 4 hours relevant training |
| Eligibility | : | Career Service (Sub-Professional) First Level |

Preferred Qualifications for ADAS III – SG 9 (Senior Bookkeeper)

| | | |
|-------------|---|---|
| Education | : | Completion of 2 years in studies in Bachelors' Degree in Accountancy or Commerce Business Administration, Major in Accounting; 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 |
| Training | : | 4 hours relevant training in accounting; and 4 hours training on the use of computers and spreadsheet (e.g. MS Excel) |
| Eligibility | : | Career Service (Sub-Professional) First Level |

2.2 CSC Required Qualifications for ADAS II-SG 8 (Disbursing Officer II)

| | | |
|-------------|---|---|
| Education | : | Completion of 2 years in college |
| Experience | : | 1 year relevant experience |
| Training | : | 4 hours relevant training |
| Eligibility | : | Career Service (Sub-Professional) First Level |

Preferred Qualifications for ADAS II-SG 8 (Disbursing Officer II)

| | | |
|-------------|---|---|
| Education | : | Completion of 2 years in studies in Bachelors' Degree in Accountancy or Commerce Business Administration, Major in Accounting; or Completion of 2 years studies in college with at least nine (9) units in accounting |
| Experience | : | 1 year relevant experience in cashiering / Disbursing activities/tasks |
| Training | : | 4 hours relevant training in cashiering/ disbursing; and 4 hours training on the use of computers and spreadsheet (e.g. MS Excel) |
| Eligibility | : | Career Service (Sub-Professional) First Level |

3. Interested qualified applicants may submit their application letter and other pertinent documents addressed to the Schools Division Superintendent, thru the **Office of the Administrative Officer V** on or before 5:00 o'clock in the afternoon of **November 16, 2017**.

4. All applicants should submit the following documents:

- 3.1 Application letter
- 3.2 Personal data Sheet (CS Form 212)
- 3.3 Certified Photocopies of:
 - 3.3.1 Updated Service Records
 - 3.3.2 Performance Rating for the last three (3) years
 - 3.3.3 Transcript of Records/Special Order
 - 3.3.4 Latest Appointment
 - 3.3.5 Certificate Attesting Outstanding Accomplishments/ Awards/Recognition Received

- 3.3.6 Certificates of Relevant Training attended
- 3.3.7 Certificates of Eligibility/Eligibility Rating
- 3.3.8 Other documents relevant to the position applied for

5. Applicants are advised to submit their application letters and pertinent documents in a properly labelled folder and should follow the prescribed colors below:

- ADAS III-Senior Bookkeeper (Elementary Schools) : *Red folder*
- ADAS II - Disbursing Officer II (Elementary Schools) : *Blue folder*
- ADAS III-Senior Bookkeeper (Office of the SDS, for Clustered Schools) : *Yellow folder*
- ADAS II - Disbursing Officer II (Office of the SDS, for Clustered Schools) : *Green folder*

ADAS II/III -Senior Bookkeeper/Disbursing Officer II (Secondary Schools)

- Estefania Montemayor NHS (Dumarao, Capiz) : *White folder*
- Manuel Onato NHS (Dumarao, Capiz) : *Light-Blue folder*
- Macario D. Bermejo NHS (Jamindan, Capiz) : *Pink folder*
- Florentina Degala NHS (Maayon, Capiz) : *Light-Brown folder*
- Lonoy NHS (Sapian, Capiz) : *Light-Yellow folder*

6. The cut-off date for the accomplishments, awards, trainings and seminar is from the date of last promotion to November 15, 2017. Only documents that were submitted on or before the deadline will be considered. Thus, no additional or new documents will be accepted during the deliberation and evaluation process except for those determined by the PSB that are needed for the verification and validation of the initially-submitted documents.

7. All documents submitted for evaluation must be certified photocopies of the original documents. These documents must be properly organized inside the applicant's folder and should be sequentially segregated according to the items in the criteria set for each position applied for.

8. Applicants who intend to apply for two (2) or more positions should specify in their application letter the different positions they are applying for and should submit a separate folder with pertinent documents for each position.

9. Original documents must be presented during the evaluation and deliberation process for verification purposes.

10. Applicants with special needs (e.g., PWD) should submit letter request for any assistance that they might need during the evaluation and ranking process.

11. Interested applicants are required to register online by filling-up the necessary information at <http://deped.in/adasregis>

12. The criteria for ranking applicants for **Administrative Assistant II/III** per DepED Order No. 66, s. 2007 (Non-Teaching Level 1) are as follows:



| | | |
|--|---|-----------------|
| Performance | - | 35 pts. |
| Experience | - | 5 pts. |
| Meritorious/Outstanding Accomplishment | - | 5 pts. |
| Education | - | 10 pts. |
| Training | - | 10 pts. |
| Psycho-social Attributes | - | 15 pts. |
| Potential | - | <u>20 pts.</u> |
| TOTAL | - | 100 pts. |

13. The schedule of the evaluation of documents, interview and written/skills test will be announced later through a separate memorandum/advisory.

14. To ensure the smooth and orderly conduct of the evaluation and ranking processes, an orientation with all the interested applicants will be held at the Capiz Division Multi-Purpose Hall on **Saturday, November 18, 2017** at 1:00 o'clock in the afternoon.

15. All expenses relative to the conduct of the evaluation and ranking process, including food/snacks of the Division Personnel Selection Board (PSB) are chargeable against the Division MOOE subject to the usual accounting and auditing rules and regulations.

16. Immediate and wide dissemination of this memorandum is desired.


MIGUEL MAC D. APOSIN, Ed.D, CESO V
Division Superintendent 

Reference: DepEd Order No. 66, s. 2007