



November 6, 2017

Division Memorandum  
No. 199, s. 2017

**EVALUATION AND RANKING OF QUALIFIED APPLICANTS FOR THE FIVE (5) VACANT ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER)/SG 9 POSITIONS**

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 Five (5) Vacant Administrative Assistant III (Senior Bookkeeper)/SG 9 Positions**, to be deployed at the Districts and shall be directly under the supervision and administration of the Division Accountant, with the following qualifications:

**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. 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 17, 2017**.

3. 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

4. Applicants are advised to submit their application letters and pertinent documents in a properly labelled **brown-folder**.
5. The cut-off date for the accomplishments, awards, trainings and seminar is from the date of last promotion to November 16, 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.
6. 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.
7. Original documents must be presented during the evaluation and deliberation process for verification purposes.
8. Applicants with special needs (e.g., PWD) should submit letter request for any assistance that they might need during the evaluation and ranking process.
9. The criteria for ranking applicants for **Administrative Assistant 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>
<b>TOTAL</b>	-	<b>100 pts.</b>

10. The schedule of the evaluation of documents, interview and written/skills test will be announced later through a separate memorandum/advisory.
11. 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.
12. 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.
13. Immediate and wide dissemination of this memorandum is desired.

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