



September 3, 2019

Division Memorandum  
No. **183**, s. 2019

**EVALUATION AND RANKING OF QUALIFIED APPLICANTS FOR THE NEWLY-CREATED ADMINISTRATIVE ASSISTANT- II (DISBURSING OFFICER II/ SG-8) FOR SECONDARY SCHOOLS**

To: Chief Education Supervisors, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors/ OIC of the Districts  
Heads of Public Elementary, Secondary and Integrated Schools  
Section/Unit Heads, Schools Division Office

1. This office announces the conduct of the **Evaluation and Ranking of Qualified Applicants for the Newly-Created Administrative Assistant II (Disbursing Officer II/SG-8)** to be deployed in 42 secondary schools of the SDO-Capiz.

2. Applicants should meet the following qualifications:

**2.1. CSC Required Qualification Standard:**

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**

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

**Additional requirements:** Must be proficient in computer application software (Microsoft Office), specifically in spreadsheets (Microsoft Excel); database and web-based application technologies.

3. Interested applicants (*regardless of their sex, civil and economic status, religious belief and affiliation, cultural group, and physical circumstances*) should submit to the **school head of the secondary school where they wish apply** the following documents:

- 3.1. Application letter addressed to the Schools Division Superintendent
- 3.2. Certified photocopy of the performance rating for the last three (3) years
- 3.3. Personal Data Sheet (CSC Form 212)
- 3.4. Updated service record
- 3.5. Certified photocopy of the latest appointment/job contract/certificate of employment (for applicants with work experiences)
- 3.6. Certified photocopy of documents attesting outstanding (meritorious) accomplishments (awards, innovations, research and development projects, publication/authorship, and consultancy/resource speaker in training programs/seminars) relevant to the position applied for
- 3.7. Certified photocopy of transcript of records
- 3.8. Certified photocopy of the certificate/s of participation in training programs attended relevant to the position applied for
- 3.9. Certified photocopy of other relevant documents required to gain credit points

4. The deadline of submission of application at the school level is **September 13, 2019**. All documents of applicants should be submitted/transmitted by the school head to the Schools Division Office not later than 5:00 o'clock in the afternoon of Monday, **September 16, 2019**.

5. Applicants may also submit their application directly to the Schools Division Office not later than on the set deadline (September 16). The desired school they wish to be assigned should be indicated in their application letter.

6. The cut-off date for the accomplishments, awards, trainings and seminar is from the date of last promotion to September 12, 2019. 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. Original documents must be presented during the evaluation and deliberation process for verification purposes.

8. Documents must be properly labeled to expedite the deliberation and evaluation process.

9. The criteria in evaluating/ranking applicants for **ADAS II** per DepED Order No. 66, s. 2007 (Non-Teaching Level 1) are as follows:

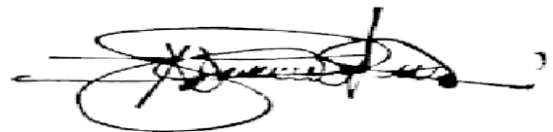
Performance	-	35 pts.
Experience	-	5 pts.
Meritorious/Outstanding Accomplishment	-	5 pts.
Education	-	10 pts.
Training	-	10 pts.
Psycho-social Attributes	-	15 pts.
Potential	-	<u>20 pts.</u>
<b>TOTAL</b>	-	<b>100 pts.</b>

10. The Division PSB may draw up supplementary guidelines to be used in evaluating the documents presented by the applicants.

11. Written and computer skills tests, and interview will be administered to applicants in order to measure their intellectual, conceptual, and human relation skills, including effective use of technology/computer in the workplace. These will comprise the Personal Characteristics and Potential parts of the criteria.

12. The schedule of the evaluation of documents, interview and written/computer skills tests will be announced later in a separate memorandum/advisory.
13. Applicants with special needs (e.g., PWD) should submit letter request for any assistance that they might need during the evaluation and ranking process.
14. Expenses to be incurred relative to the conduct of this activity shall be charged against Division MOOE, subject to the usual accounting and auditing rules and regulations.
15. Enclosed is the List of Schools with newly-created ADAS II items.
16. Immediate dissemination of this memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:



**NICASIO S. FRIO**

Assistant Schools Division Superintendent  
In- Charge of the Division

References: DepED Order No. 66, s. 2007

**LIST OF SECONDARY SCHOOLS WITH NEWLY-CREATED ADAS II POSITION**

No.	School	Address	Newly-Created Position	Salary Grade
1	Arturo Jugo NHS	Manhoy, Dao, Capiz	ADAS II	8
2	Bungsuan NHS	Bungsuan, Dumarao, Capiz	ADAS II	8
3	Feliciano Yusay Consing NHS (Formerly Cabucabug NHS)	Cabugcabug, Pres. Roxas, Capiz	ADAS II	8
4	Camburanan NHS	Camburanan, Tapaz, Capiz	ADAS II	8
5	Candelaria NHS	Candelaria, Tapaz, Capiz	ADAS II	8
6	Capiz NHS	Tiza, Roxas City	ADAS II	8
7	Casanayan NHS	Casanayan, Pilar, Capiz	ADAS II	8
8	Col. Patrocinio NHS	Taft, Tapaz, Capiz	ADAS II	8
9	Comm. Luis R. Asis NHS	Panay, Capiz	ADAS II	8
10	Concepcion Castro Garcia NHS	Sta. Cruz, Dumalag, Capiz	ADAS II	8
11	Cuartero NHS	Cuartero, Capiz	ADAS II	8
12	Dao NHS	Dao, Capiz	ADAS II	8
13	David Moises NHS	Balit, Mambusao, Capiz	ADAS II	8
14	Felix Balgos NHS	Agballo, Panay, Capiz	ADAS II	8
15	Vicente Andaya NHS	Sigma, Capiz	ADAS II	8
16	Dulangan NHS	Dulangan, Pilar, Capiz	ADAS II	8
17	Dumalag Central NHS	Dumalag, Capiz	ADAS II	8
18	Estefania Montemayor NHS	Ongol, Dumarao, Capiz	ADAS II	8
19	Florentina Delaga NHS	Cabungahan , Maayon, Capiz	ADAS II	8
20	Jose Diva Avelino NHS	Hipona, Pontevedra, Capiz	ADAS II	8
21	Ivisan NHS	Ivisan, capiz	ADAS II	8
22	Jagnaya NHS	Jagnaya, Jamindan, Capiz	ADAS II	8
23	Jamindan NHS	Jamindan, Capiz	ADAS II	8
24	Leodegario Deocampo NHS	Capagao, Panitan, Capiz	ADAS II	8
25	Lucero NHs	Lucero, Jamindan, Capiz	ADAS II	8
26	Maayon NHS	Maayon, Capiz	ADAS II	8
27	Macario Bermejo NHS	Jaena Norte, Jamindan, Capiz	ADAS II	8
28	Maindang NHS	Maindang, Cuartero, Capiz	ADAS II	8
29	Malonoy NHS	Malonoy, Dao, Capiz	ADAS II	8
30	Mambusao NHS	Atiplo, Mambusao, Capiz	ADAS II	8
31	Mambusao NHS	Tumalalod, Mambusao, Capiz	ADAS II	8
32	Manuel Onato NHS	Astorga, Dumarao, Capiz	ADAS II	8
33	Marciano Patricio NHS	Pilar, Capiz	ADAS II	8
34	Mayor Ramon Benjamin Sr. NHS	Dacuton, Dumarao, Capiz	ADAS II	8
35	Panitan NHS	Panitan, Capiz	ADAS II	8
36	Pontevedra NHS	Pontevedra, Capiz	ADAS II	8

37	Putian NHS	Putian, Cuartero, Capiz	ADAS II	8
38	San Nicolas NHS-Pilar	San Nicolas, Pilar, Capiz	ADAS II	8
39	San Nicolas NHS-Tapaz	San Nicolas, Tapaz, Capiz	ADAS II	8
40	Sapian NHS	Sapian, Capiz	ADAS II	8
41	Tapaz NHS	Tapaz, Capiz	ADAS II	8
42	Tuburan NHS	Tuburan, Maayon, Capiz	ADAS II	8