



Republic of the Philippines  
**Department of Education**  
REGION VI-WESTERN VISAYAS  
**SCHOOLS DIVISION OF CAPIZ**

Office of the Schools Division  
Superintendent

March 12, 2020

DIVISION MEMORANDUM  
No. 043, s. 2020

**RANKING OF QUALIFIED APPLICANTS FOR THE REMAINING 19-UNFILLED ADAS II  
(ADMINISTRATIVE ASSISTANT II/ DISBURSING OFFICER) POSITIONS  
FOR SECONDARY SCHOOLS**

To: Assistant Schools Division Superintendent  
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

1. This office announces the acceptance of application of all interested and qualified applicants for the remaining 19-unfilled **Administrative Assistant II (ADAS II/Disbursing Officer II)/SG-8** positions to be deployed to public secondary schools in the Schools Division of Capiz.
2. Applicants should meet the following CSC required qualifications:

Education	:	Completion of 2 years in college
Experience	:	1 year relevant experience
Training	:	4 hours relevant training
Eligibility	:	Career Service (Sub-Professional) First Level
3. Interested applicants (regardless of their sex, civil and economic status, religious belief and affiliation, cultural group, and physical circumstances) should submit to the Division Office thru the Office of the Administrative Officer IV (Personnel) the following:
  - a. Application letter addressed to the Schools Division Superintendent
  - b. Certified photocopy of the performance rating for the last three (3) years
  - c. Personal Data Sheet (CSC Form 212)
  - d. Updated service record
  - e. Certified photocopy of the latest appointment/job contract/certificate of employment (for applicants with work experiences)
  - f. 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
  - g. Certified photocopy of transcript of records
  - h. Certified photocopy of the certificate/s of participation in training programs attended relevant to the position applied for
  - i. Certified photocopy of other relevant documents required to gain credit points
4. The deadline of submission of application and pertinent documents is on Friday, **April 3, 2020**.
5. The cut-off date for the accomplishments, awards, trainings and seminar is from the date of last promotion to April 2, 2020. 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. Documents must be properly labeled to expedite the deliberation and evaluation process.

7. 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>

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

9. 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.

10. The schedule of the evaluation of documents, interview and written/computer skills tests will be announced later in a separate memorandum/advisory.

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

12. 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.

13. Immediate dissemination of this memorandum is desired.

  
**SALVADOR O. OCHAVO, JR., EdD, CESO V**  
Schools Division Superintendent



Reference: DO No. 66, s. 2007



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