

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
SCHOOLS DIVISION OFFICE OF THE CITY OF MATI
City of Mati, Province of Davao Oriental

May 2, 2023

ANNOUNCEMENT

(Supplemental to Publication dated November 8-18, 2022)

1. The Division Office announces its vacancy for the position indicated below and is now accepting applications until **May 12, 2023**.

A. ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)

Item Number: OSEC-DECSB-ADAS2-750136-2017
Basic Salary: P 19,744.00
Salary grade: 8
STATION: Matiao Central Elementary School

B. ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)

Item Number: OSEC-DECSB-ADAS2-750151-2017
Basic Salary: P 19,744.00
Salary grade: 8
STATION: Clustered Secondary Schools (Buso NHS, DEL NHS, DSL NHS)

C. ADMINISTRATIVE ASSISTANT - II (Disbursing Officer)

Item Number: OSEC-DECSB-ADAS2-750146-2017
Basic Salary: P 19,744.00
Salary grade: 8
STATION: Badas NHS

D. ADMINISTRATIVE ASSISTANT - II (Senior HS Administrative Staff – Clerk IV)

Item Number: OSEC-DECSB-ADAS2-750294-2016
Basic Salary: P 19,744.00
Salary grade: 8
STATION: Buso NHS

2. **Qualification Standards** are hereunder specified as follows:

Education:	Completion of two-year studies in college or High School graduate with relevant vocational/trade course
Experience:	1 year of <u>relevant</u> experience
Training:	4 hours of <u>relevant</u> training; and
Eligibility:	Career Service (Sub-professional)/First Level Eligibility

3. **Job Summary of Administrative Assistant II (Disbursing Officer)**

This position shall assist the Senior Bookkeeper and/or School Head in the performance of their functions, such as but not limited to undertaking the necessary accounting, budgeting, cash management and payroll services and other finance-related functions, to ensure efficient office operations.

4. General Functions of Administrative Assistant II (Senior HS Administrative Staff – Clerk IV)

This position provides administrative and clerical support to his/her superior; he/she may be designated as property custodian or to the canteen services of the school; provides services in the delivery of administrative and learner support to the school.

5. DepEd preferred qualifications for ADAS II – Disbursing Officer:

Education:	Bachelor's Degree in Business Administration major in Accounting; or Completion of at least 2 years 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 Subjects
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 software (e.g. Microsoft Excel)
Eligibility:	Career Service (Sub-professional)/First Level Eligibility

6. Qualified applicants shall submit their application documents listed below to the Office of the Schools Division Superintendent through the Records Section:

- a. (1) Letter of Intent addressed to the Head of Office;
- b. (1) Duly accomplished Personal Data Sheet (C.S. Form 212, **revised 2017**) with (1) Work Experience Sheet, if applicable;
- c. (1) Photocopy of valid and updated PRC License/ID, if applicable;
- d. (1) Photocopy of Certificate of Eligibility/Rating, if applicable;
- e. (1) Photocopy of scholastic/academic record such as but not limited to Transcript of Records, Diploma and CAV including graduate and post-graduate units/degrees, if applicable;
- f. (1) Certified copy of Certificate/s of Training RELEVANT to the position to be filled and acquired after the last promotion but within the last five (3) years;
- g. (1) Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are available;
- h. (1) Photocopy of latest attested appointment;
- i. (1) Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable
- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 (Data Privacy Act of 2012) using the Form Annex C, notarized by authorized official; and
- k. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education and Application of Learning and Development reckoned from the date of last issuance of appointment;
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in Item (i) is not relevant to the position to be filled, if applicable.

7. Initial evaluation and further evaluative assessments shall abide by DepEd Order No. 7, s. 2023 entitled Guidelines on Recruitment, Selection, and Appointment in the Department of Education.

8. The assessment for related-teaching positions shall be based on the following criteria:

- a. **Education** units and/or degree relevant to the position to be filled, exceeding the minimum qualifications requirements as defined in the CSC-approved QS;
- b. **Training** hours relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
- c. **Experience** relevant to the position to be filled, exceeding the minimum qualification requirements as defined in the CSC-approved QS;

- d. **Performance** based on the submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
- e. **Outstanding Accomplishments** acquired after the last promotion;
- f. **Application of Education** acquired after the last promotion;
- g. **Application of Learning and Development (L&D)** acquired after the last promotion; and
- h. **Potential** measured using other evaluative assessments.

9. **Point System:**

Criteria	Breakdown of Points
	SG 1-9 (Non General Services)
a. Education	5
b. Training	5
c. Experience	20
d. Performance	20
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of L&D	10
h. Potential (Written Test, BEI, Sample Test)	20
TOTAL	100

- 10. An OPEN RANKING SYSTEM shall be adopted as provided under **Section 39** of DepEd Order No. 7, s. 2023.
- 11. Applicants who will not be able to participate in the conduct of interview, written exam or other evaluative assessments shall not be given points for Potential.
- 12. Address application to: **WINNIE E. BATOON, CESO V**
Schools Division Superintendent
Schools Division of the City of Mati
- 13. Applications are stamped received at the Division Records Section and forwarded to the Division Personnel Section for Initial Evaluation.
- 14. Complete application documents are required to be submitted in electronic format through depedmati_rsp@deped.gov.ph.
- 15. E-mail attachments must be scanned according to the Checklist and labelled using the sample file naming convention as follows:

Dela-Cruz-Juan-D.-LOI
 Dela-Cruz-Juan-D.-PDS
 Dela-Cruz-Juan-D.-Work-Experience-Sheet
 Dela-Cruz-Juan-D.-PRC-License
 Dela-Cruz-Juan-D.-CAV-BEED
 Dela-Cruz-Juan-D.-TOR-BEED
 Dela-Cruz-Juan-D.-CAV-MAED
 Dela-Cruz-Juan-D.-TOR-MAED
 Dela-Cruz-Juan-D.-IPCR-SY-2021-2022
 Dela-Cruz-Juan-D.-Service-Record
 Dela-Cruz-Juan-D.-Training-Certificate-<Title>
 Etc,

16. This vacancy in Administrative Assistant II – Disbursing Officer and Administrative Assistant II – SHS Administrative Staff position was originally posted in 2022.
17. The Department released DepEd Order No. 7, 2023 which defines the new guidelines on hiring and promotion, hence this re-publication.
18. Applicants who previously submitted their intent for these positions may update their application documents, if needed.

General Reminders:

1. Letter of intent must indicate the specific position applied for.
2. Deadline shall be observed strictly. Additional documents submitted after the deadline shall no longer be accepted.
3. Use green folder and label appropriately.
4. Interview, written examination schedule and other evaluative assessments will be announced later.

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse expression (SOGIE), to apply.



WINNIE E. BATOON, CESO V
Schools Division Superintendent