May 27, 2024

DIVISION MEMORANDUM
NO. **327** , s. 2024

SELECTION AND RECRUITMENT OF ADMINISTRATIVE ASSISTANT II AND ADMINISTRATIVE ASSISTANT III POSITIONS

TO   :   SGOD and CID Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1. This is to announce the schedule of activities for the recruitment, selection and hiring of Administrative Assistant II and Administrative Assistant III positions positions, this Division, as follows:

Activities	Date	Time	Participants
Orientation of Applicants	May 30, 2024	8:00am – 8:30am	All Qualified Applicants
Computer-based Competency Examination		8:30am – 9:30am	All Qualified Applicants
Online Behavioral Event Interview		9:30am – 11:30am	Admin. Functions Finance Functions
Online Open Ranking		11:30am – 12:30pm	

2. The Qualification Standards of the said position are indicated in the table below.

QUALIFICATION STANDARDS	
FOR ADMINISTRATIVE ASSISTANT (ADMIN. FUNCTIONS)	
A. ADAS II /SG 8	
B. CSC Prescribed Qualifications	
Education	Completion of two-year studies in college
Experience	1 year of relevant experience
Eligibility	Career Service (Sub-Professional) First Level Eligibility
Trainings	4 hours of relevant training
A. ADAS III /SG 9	
B. CSC Prescribed Qualifications	
Education	Completion of two-year studies in college
Experience	1 year of relevant experience
Eligibility	Career Service (Sub-Professional) First Level Eligibility
Trainings	4 hours of relevant training
FOR ADMINISTRATIVE ASSISTANTS (FINANCE)	
A. ADAS II/SG 8 (DISBURSING OFFICER)	
B. CSC Prescribed Qualifications	
Education	Completion of two-year studies in college
Experience	1 year of relevant experience
Eligibility	Career Service (Sub-Professional) First Level Eligibility
Trainings	4 hours of relevant training
C. Preferred Qualifications	

Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
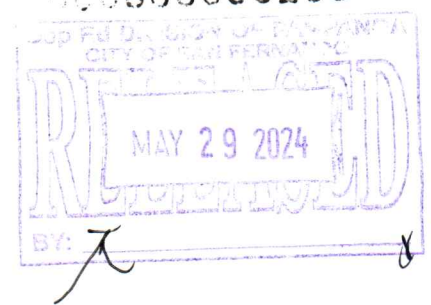**Email Address:** pampanga@deped.gov.ph
Website: www.depedpampanga.ph

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

A. ADAS III /SG 9 (SENIOR BOOKKEEPER)

B.   CSC Prescribed Qualifications

Education	Completion of two-year studies in college
Experience	1 year of relevant experience
Eligibility	Career Service (Sub-Professional) First Level Eligibility
Trainings	4 hours of relevant training

C.   Preferred Qualifications

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

3. All qualified applicants shall receive an invitation to attend the Online Orientation, Examination, Interview and Open Ranking via e-mail.

4. In order to attend the Online Examination, Interview and Open Ranking, applicants are required to have the following: desktop/laptop computer or smart phone, headset with microphone, and internet connection.

5. Applicants who will be using smart phones are required to download the MS Teams application.

6. Attached is the selection line-up of applicants for the said positions.

7. Immediate dissemination of this Memorandum is desired.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

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Republic of the Philippines

Department of Education

REGION III

SCHOOLS DIVISION OF PAMPANGA

INITIAL EVALUATION RESULT (IER)

Position: Administrative Assistant II and III (ADMIN)

Salary Grade and Monthly Salary: SG 8 & 9

Qualification Standards:

Education	**Completion of two-years studies in college**
Experience	**1 year relevant experience**
Eligibility	**Career Service (Sub-Professional) First Level Eligibility**
Trainings	**4 hours of relevant training**

Application Code	Education	Training	Experience	Eligibility	Remarks	Function
ADMIN-PAMP-001	BEEd	with 4 hours relevant training	with 1 year relevant experience	LET	QUALIFIED	ADMIN
ADMIN-PAMP-002	BSA	with 4 hours relevant training	with 1 year relevant experience	CSP	QUALIFIED	ADMIN
ADMIN-PAMP-003	BEEd	with 4 hours relevant training	with 1 year relevant experience	LET	QUALIFIED	ADMIN
ADMIN-PAMP-004	BS IT	with 4 hours relevant training	with 1 year relevant experience	CSP	QUALIFIED	ADMIN
ADMIN-PAMP-005	BSA	with 4 hours relevant training	with 1 year relevant experience	CSP	QUALIFIED	ADMIN
ADMIN-PAMP-006	BSPSY	with 4 hours relevant training	with 1 year relevant experience	CSP	QUALIFIED	ADMIN
ADMIN-PAMP-007	BSBA, MBA(9UNITS)	with 4 hours relevant training	with 1 year relevant experience	CSP	QUALIFIED	ADMIN
ADMIN-PAMP-008	BSC	with 4 hours relevant training	with 1 year relevant experience	CSP	QUALIFIED	ADMIN

ADMIN-PAMP-009	BSBA	with 4 hours relevant training	No 1 year relevant experience	CSP	QUALIFIED	ADMIN
ADMIN-PAMP-010	BEEd	with 4 hours relevant training	with 1 year relevant experience	LET	QUALIFIED	ADMIN
ADMIN-PAMP-011	BPA	with 4 hours relevant training	with 1 year relevant experience	CSP	QUALIFIED	ADMIN
ADMIN-PAMP-012	BS PSY	with 4 hours relevant training	with 1 year relevant experience	LET	QUALIFIED	ADMIN
ADMIN-PAMP-013	BSA	with 4 hours relevant training	with 1 year relevant experience	CSP	QUALIFIED	ADMIN
ADMIN-PAMP-014	BSBA	with 4 hours relevant training	with 1 year relevant experience	CSP	QUALIFIED	ADMIN
ADMIN-PAMP-015	BS CRIM	with 4 hours relevant training	with 1 year relevant experience	RA1080	QUALIFIED	ADMIN
ADMIN-PAMP-016	2 YRS INFO TECH	with 4 hours relevant training	with 1 year relevant experience	CSSP	QUALIFIED	ADMIN
ADMIN-PAMP-017	BSBA	with 4 hours relevant training	with 1 year relevant experience	CSSP	QUALIFIED	ADMIN
ADMIN-PAMP-018	BEED	with 4 hours relevant training	with 1 year relevant experience	LET	QUALIFIED	ADMIN
ADMIN-PAMP-019	BS INFO TECH	with 4 hours relevant training	with 1 year relevant experience	CSP	QUALIFIED	ADMIN
ADMIN-PAMP-020	BEED (UNDERGRAD)	with 4 hours relevant training	with 1 year relevant experience	BOE	QUALIFIED	ADMIN
ADMIN-PAMP-021	BS AT	with 4 hours relevant training	with 1 year relevant experience	CSP	QUALIFIED	ADMIN
ADMIN-PAMP-022	BS INFO TECH	with 4 hours relevant training	with 1 year relevant experience	CSP	QUALIFIED	ADMIN

ADMIN-PAMP-023	BSED	with 4 hours relevant training	with 1 year relevant experience	LET	QUALIFIED	ADMIN
ADMIN-PAMP-024	BS INFO TECH	with 4 hours relevant training	with 1 year relevant experience	CSSP	QUALIFIED	ADMIN
ADMIN-PAMP-025	BS INFO TECH	with 4 hours relevant training	with 1 year relevant experience	CSP	QUALIFIED	ADMIN
ADMIN-PAMP-026	BEED	with 4 hours relevant training	with 1 year relevant experience	LET	QUALIFIED	ADMIN
ADMIN-PAMP-027	BS MATH	with 4 hours relevant training	with 1 year relevant experience	CSP	QUALIFIED	ADMIN
ADMIN-PAMP-028	BEED	with 4 hours relevant training	with 1 year relevant experience	LET	QUALIFIED	ADMIN
ADMIN-PAMP-029	B PUBLIC AD	with 4 hours relevant training	with 1 year relevant experience	CSP	QUALIFIED	ADMIN
ADMIN-PAMP-030	BEED	with 4 hours relevant training	with 1 year relevant experience	LET	QUALIFIED	ADMIN
ADMIN-PAMP-031	BS BA MARKETING	with 4 hours relevant training	with 1 year relevant experience	CSP	QUALIFIED	ADMIN
ADMIN-PAMP-032	IT (2 YEAR)	with 4 hours relevant training	with 1 year relevant experience	CSSP	QUALIFIED	ADMIN
ADMIN-PAMP-033	BS ACCTG TECH	with 4 hours relevant training	with 1 year relevant experience	CSP	QUALIFIED	ADMIN
ADMIN-PAMP-034	BS ENTREP	with 4 hours relevant training	with 1 year relevant experience	CSSP	QUALIFIED	ADMIN
ADMIN-PAMP-035	BSBA BUSMAN	with 4 hours relevant training	with 1 year relevant experience	CSP	QUALIFIED	ADMIN
ADMIN-PAMP-036	BEED	with 4 hours relevant training	w/ 1 year of relevant experience	LET	QUALIFIED	ADMIN

ADMIN-PAMP-037	BS COMP SCI	with 4 hours relevant training	with 1 year relevant experience	CSP	QUALIFIED	ADMIN
ADMIN-PAMP-038	BS ACCOUNTANCY	with 4 hours relevant training	with 1 year relevant experience	CSSP	QUALIFIED	ADMIN
ADMIN-PAMP-039	BEED	with 4 hours relevant training	w/ 1 year of relevant experience	LET	QUALIFIED	ADMIN
ADMIN-PAMP-040	BSBA ECON	with 4 hours relevant training	with 1 year relevant experience	CSP	QUALIFIED	ADMIN
ADMIN-PAMP-041	BS INDUS ENGR	with 4 hours relevant training	w/ 1 year of relevant experience	CSP	QUALIFIED	ADMIN
ADMIN-PAMP-042	BS MARKETING MGMT	with 4 hours relevant training	w/ 1 year of relevant experience	PD907	QUALIFIED	ADMIN
ADMIN-PAMP-043	BEED	w/ 4 hours of relevant training	w/ 1 year of relevant experience	LET	QUALIFIED	ADMIN
ADMIN-PAMP-044	BSBA	w/ 4 hours of relevant training	w/ 1 year of relevant experience	CSP	QUALIFIED	ADMIN
ADMIN-PAMP-069	BEED	with 4 hours relevant training	w/ 1 year of relevant experience	LET	QUALIFIED	ADMIN
ADMIN-PAMP-082	BEED	w/ 4 hours of relevant training	w/ 1 year of relevant experience	LET	QUALIFIED	ADMIN
ADMIN-PAMP-083	BSC	w/ 4 hours of relevant training	w/ 1 year of relevant experience	CSP	QUALIFIED	ADMIN
ADMIN-PAMP-084	BS MATH	w/ 4 hours of relevant training	w/ 1 year of relevant experience	LET	QUALIFIED	ADMIN
ADMIN-PAMP-045	BSED	No relevant training	No 1 year relevant experience	PD907	DISQUALIFIED	
ADMIN-PAMP-046	2 YEAR ASSOCIATE IN CT	with 4 hours relevant training	No 1 year relevant experience	CSP	DISQUALIFIED	

ADMIN-PAMP-047	BSBA	with 4 hours relevant training	No 1 year relevant experience	CSP	DISQUALIFIED	
ADMIN-PAMP-048	BEEd	No relevant training	No 1 year relevant experience	LET	DISQUALIFIED	
ADMIN-PAMP-049	BS ME	No relevant training	with 1 year relevant experience	CSSP	DISQUALIFIED	
ADMIN-PAMP-050	BEEd	No relevant training	No 1 year relevant experience	LET	DISQUALIFIED	
ADMIN-PAMP-051	BEEd	No relevant training	No 1 year relevant experience	LET	DISQUALIFIED	
ADMIN-PAMP-052	BIT	No relevant training	No 1 year relevant experience	HGE	DISQUALIFIED	
ADMIN-PAMP-053	BS CE	No relevant training	No 1 year relevant experience	CSP	DISQUALIFIED	
ADMIN-PAMP-054	BSA	No relevant training	with 1 year relevant experience	CSP	DISQUALIFIED	
ADMIN-PAMP-055	BSED	with 4 hours relevant training	No 1 year relevant experience	N/A	DISQUALIFIED	
ADMIN-PAMP-056	BSBA, MPA (9UNITS)	No relevant training	No 1 year relevant experience	CSSP	DISQUALIFIED	
ADMIN-PAMP-057	BPA	No relevant training	No 1 year relevant experience	CSP	DISQUALIFIED	
ADMIN-PAMP-058	BSED	No relevant training	No 1 year relevant experience	LET	DISQUALIFIED	
ADMIN-PAMP-059	BST	No relevant training	with 1 year relevant experience	CSP	DISQUALIFIED	

ADMIN-PAMP-060	BSA	with 4 hours relevant training	No 1 year relevant experience	CSSP	DISQUALIFIED	
ADMIN-PAMP-061	BSBA	No relevant training	No 1 year relevant experience	CSSP	DISQUALIFIED	
ADMIN-PAMP-062	BEED	No relevant training	No 1 year relevant experience	LET	DISQUALIFIED	
ADMIN-PAMP-063	BEED	with 4 hours relevant training	w/ 1 year of relevant experience	N/A	DISQUALIFIED	
ADMIN-PAMP-064	BS COM ENG	with 4 hours relevant training	w/ 1 year of relevant experience	N/A	DISQUALIFIED	
ADMIN-PAMP-065	BSC	No relevant training	w/ 1 year of relevant experience	CSP	DISQUALIFIED	
ADMIN-PAMP-066	BEED	w/ 4 hours of relevant training	No 1 year relevant experience	LET	DISQUALIFIED	
ADMIN-PAMP-067	BEED	with 4 hours relevant training	No 1 year relevant experience	LET	DISQUALIFIED	
ADMIN-PAMP-068	BS MGMT ACCTG	with 4 hours relevant training	No 1 year relevant experience	CSP	DISQUALIFIED	
ADMIN-PAMP-070	BS AIS	No relevant training	No 1 year relevant experience	CSP	DISQUALIFIED	
ADMIN-PAMP-071	BS IT WITH TEACHING UNITS	No relevant training	No 1 year relevant experience	LET	DISQUALIFIED	
ADMIN-PAMP-072	BSED	No relevant training	No 1 year relevant experience	LET	DISQUALIFIED	
ADMIN-PAMP-073	BS IT	No relevant training	No 1 year relevant experience	CSP	DISQUALIFIED	
ADMIN-PAMP-074	BS BS FIN MAN	with 4 hours relevant training	No 1 year relevant experience	PD 907	DISQUALIFIED	

ADMIN-PAMP-075	BS COMP ENG	with 4 hours relevant training	No 1 year relevant experience	CSSP	DISQUALIFIED	
ADMIN-PAMP-076	BS MNGT ECON W/ TEACHING UNITS	with 4 hours relevant training	No 1 year relevant experience	CSP/LET	DISQUALIFIED	
ADMIN-PAMP-077	BSED	No relevant training	No 1 year relevant experience	LET	DISQUALIFIED	
ADMIN-PAMP-078	BSED AGRI	No relevant training	No 1 year relevant experience	LET	DISQUALIFIED	
ADMIN-PAMP-079		with 4 hours relevant training	No 1 year relevant experience	LET	DISQUALIFIED	
ADMIN-PAMP-080	BS ACCOUNTANCY	No relevant training	w/ 1 year of relevant experience	CSP	DISQUALIFIED	
ADMIN-PAMP-081	BS ACCOUNTANCY	No relevant training	No 1 year relevant experience	CSP	DISQUALIFIED	
ADMIN-PAMP-085	BS INFO TECH	No relevant training	w/ 1 year of relevant experience	CSP	DISQUALIFIED	
ADMIN-PAMP-086	BS INDUS ENG	No relevant training	w/ 1 year of relevant experience	CSP	DISQUALIFIED	
ADMIN-PAMP-087	BS AT	w/ 4 hours of relevant training	No 1 year relevant experience	CSP	DISQUALIFIED	
ADMIN-PAMP-088	BEED	No relevant training	No 1 year relevant experience	LET	DISQUALIFIED	
ADMIN-PAMP-089	BEED	No relevant training	w/ 1 year of relevant experience	LET	DISQUALIFIED	

ADMIN-PAMP-090	BA APPLIED PSY	w/ 4 hours of relevant training	No 1 year relevant experience	CSP	DISQUALIFIED	
ADMIN-PAMP-091	BS INFO TECH	No relevant training	w/ 1 year of relevant experience	N/A	DISQUALIFIED	
ADMIN-PAMP-092	BS AT	w/ 4 hours of relevant training	No 1 year relevant experience	CSP	DISQUALIFIED	
ADMIN-PAMP-093		No relevant training	No 1 year relevant experience	CSP	DISQUALIFIED	

Prepared and certified correct by:

(Sgd.) DEXTER E. PANGILINAN
Human Resource Management Officer

Corrected Line Up

INITIAL EVALUATION RESULT (IER)

Position: Administrative Assistant II and III (FINANCE)

Salary Grade and Monthly Salary: SG 8 & 9
Qualification Standards:

Education	**Completion of two-years studies in college**
Experience	**1 year relevant experience**
Eligibility	**Career Service (Sub-Professional) First Level Eligibility**
Trainings	**4 hours of relevant training**

Application Code	Education	Training	Experience	Eligibility	Remarks	Function	Batch No.
FIN-PAMP-001	BSA	with 4 hours relevant training	with 1 year relevant experience	CSP	QUALIFIED	FINANCE	
FIN-PAMP-002	BS PSY	with 4 hours relevant training	with 1 year relevant experience	CSP	QUALIFIED	FINANCE	
FIN-PAMP-003	BSBA	with 4 hours relevant training	with 1 year relevant experience	CSP	QUALIFIED	FINANCE	
FIN-PAMP-004	BSA	with 4 hours relevant training	with 1 year relevant experience	LET	QUALIFIED	FINANCE	
FIN-PAMP-005	BS MATH	with 4 hours relevant training	with 1 year relevant experience	LET	QUALIFIED	FINANCE	
FIN-PAMP-008	BSBA	with 4 hours relevant training	with 1 year relevant experience	CSSP	QUALIFIED	FINANCE	
FIN-PAMP-006	BS BM	No relevant training	with 1 year relevant experience	BOE	DISQUALIFIED		
FIN-PAMP-007	BSCOM SCI	No relevant training	with 1 year relevant experience	CSSP	DISQUALIFIED		

Prepared and certified correct by:

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(Sgd.) DEXTER E. PANGILINAN
Human Resource Management Officer

Corrected Line Up