

Republic of the Philippines

Department of Education

Region III
SCHOOLS DIVISION OF PAMPANGA

July 03, 2024

DIVISION MEMORANDUM NO. 395, s. 2024

VACANCY ANNOUNCEMENT: 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 recruitment, selection and hiring of Administrative Assistant II and Administrative Assistant III positions, this Division, to mention:

Activities	Date	Time	Venue
a. Deadline of Submission	July 12, 2024	8:00 a.m 5:00 p.m.	Records Unit
b. Pre-assessment	July 15, 2024	8:00 a.m. – 5:00 p.m.	Attendees: HRMPSB Only
c. Online Interview, Examination and Open Ranking		TBA	

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

	QUALIFICATION STANDARDS
FOR ADMINIST	RATIVE ASSISTANT (ADMIN. FUNCTIONS)
A. ADAS II	/SG 8
B. CSC Pre	scribed 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 II	I /SG 9
B. CSC Pre	scribed 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 ADMINIST	RATIVE ASSISTANTS (FINANCE)
A. ADAS II	/SG 8 (DISBURSING OFFICER)
B. CSC Pre	scribed Qualifications
Education	Completion of two-year studies in college
	1 year of relevant experience
Eligibility	Career Service (Sub-Professional) First Level Eligibility
Trainings	4 hours of relevant training
C. Preferre	ed Qualifications







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D.1	2 1 1 1 2		
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			
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 II	I /SG 9 (SENIOR BOOKKEEPER)		
B. CSC Pre	escribed 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. Preferre	d 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 interested and qualified individuals, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation are encouraged to apply.
- 4. Applicants are advised to submit the photocopied documents to the Records Unit, Attention: HRMO and bring their original of the same for verification during the scheduled open ranking.
- 5. Only those who meet the minimum qualification standards for the said position will be included in the selection line-up for open ranking which shall be posted at the Division Office.
- 6. Appraisal of credentials will be based on **DepEd Order No. 07, s. 2023** (non-teaching positions). The application should include the following documents to be fastened at the left side of a plain white folder and arranged as listed in the transmittal.
 - a) Application letter stating the position applied for
 - b) Omnibus certification of authenticity and veracity of documents duly notarized
 - c) Copy of latest approved Appointment/Copy of transmittal to CSC (for government employees)
 - d) CSC Form 212-Revised 2017 (with active contact number and email address)
 - e) Photocopy of Transcript of Records
 - f) Service Record
 - Signed and Approved Performance Ratings for the last three rating periods prior screening should be at least VS (following the hierarchy of signatories as per DO No. 2, s. 2015, Annex A)
 - h) Documents for claims on leadership, potentials and accomplishments
 - i) Other documents relevant to the position applied for.







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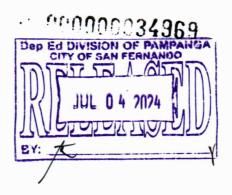
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7. It is understood that the submission of documents beyond the prescribed date will not be accepted by this Office.

8. Immediate dissemination of this Memorandum is desired.

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









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