



Republic of the Philippines  
**Department of Education**  
 Region III  
**SCHOOLS DIVISION OF PAMPANGA**

March 13, 2025

DIVISION MEMORANDUM  
 NO. 212 s. 2025

**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	March 17, 2025	8:15am – 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.

<b>QUALIFICATION STANDARDS</b>	
<b>FOR ADMINISTRATIVE ASSISTANT (ADMIN. FUNCTIONS)</b>	
<b>A. ADAS II /SG 8</b>	
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
<b>A. ADAS III /SG 9</b>	
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
<b>FOR ADMINISTRATIVE ASSISTANTS (FINANCE)</b>	
<b>A. ADAS II/SG 8 (DISBURSING OFFICER)</b>	
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	



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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)
<b>A. ADAS III /SG 9 (SENIOR BOOKKEEPER)</b>	
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)

- All qualified applicants shall receive an invitation to attend the Online Orientation, Examination, Interview and Open Ranking via e-mail.
- 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.
- Applicants who will be using smart phones are required to download the MS Teams application.
- Attached is the selection line-up of applicants for the said positions.
- Immediate dissemination of this Memorandum is desired.

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

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**INITIAL EVALUATION RESULT (IER)**

**Position: Administrative Assistant II&III (ADMIN)**

**Salary Grade and Monthly Salary: SG 8 & SG 9**

**Qualification Standards:**

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

No.	Application Code	Education	Training	Experience	Eligibility	Remarks
1	PAMP-ADAS-ADM-001	BSBA MARKETING	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED
2	PAMP-ADAS-ADM-002	BSBA OPERATIONS MANAGEMENT	NO MOV ATTACHED	1 YEAR OF RELEVANT EXPERIENCE	CSP	<b>DISQUALIFIED</b>
3	PAMP-ADAS-ADM-003	BS HRM	NO MOV ATTACHED	1 YEAR OF RELEVANT EXPERIENCE	LET	<b>DISQUALIFIED</b>
4	PAMP-ADAS-ADM-004	BEED	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	LET	QUALIFIED
5	PAMP-ADAS-ADM-005	BS BIOLOGY	4 HOURS OF RELEVANT TRAINING	NO MOV ATTACHED	PD 907	<b>DISQUALIFIED</b>
6	PAMP-ADAS-ADM-006	BEED	4 HOURS OF RELEVANT TRAINING	3 MONTHS EXPERIENCE ON COE	LET	<b>DISQUALIFIED</b>
7	PAMP-ADAS-ADM-007	BSA	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED



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8	PAMP-ADAS-ADM-008	BEED	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	LET/CSP	QUALIFIED
9	PAMP-ADAS-ADM-009	BS ACCOUNTANCY	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED
10	PAMP-ADAS-ADM-010	BSED	4 HOURS OF RELEVANT TRAINING	NO RELEVANT EXPERIENCE	LET	<b>DISQUALIFIED</b>
11	PAMP-ADAS-ADM-011	BSED	NO RELEVANT TRAINING	NO RELEVANT EXPERIENCE	LET	<b>DISQUALIFIED</b>
12	PAMP-ADAS-ADM-012	BEED	NO TRAININGS	1 YEAR OF RELEVANT EXPERIENCE	LET	<b>DISQUALIFIED</b>
13	PAMP-ADAS-ADM-013	BEED	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	LET	QUALIFIED
14	PAMP-ADAS-ADM-014	BACHELOR OF INDUSTRIAL TECHNOLOGY	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	LET	QUALIFIED
15	PAMP-ADAS-ADM-015	BS TOURISM MANAGEMENT	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CSSP	QUALIFIED
16	PAMP-ADAS-ADM-016	BEED	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	LET	QUALIFIED
17	PAMP-ADAS-ADM-017	BS COMPUTER SCIENCE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED
18	PAMP-ADAS-ADM-018	BS MATHEMATICS	4 HOURS OF RELEVANT TRAINING	NO MOV ATTACHED	LET	<b>DISQUALIFIED</b>
19	PAMP-ADAS-ADM-019	BEED	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	LET	QUALIFIED
20	PAMP-ADAS-ADM-020	BSED	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	LET	QUALIFIED
21	PAMP-ADAS-ADM-021	BEED	4 HOURS OF RELEVANT TRAINING	NO RELEVANT EXPERIENCE	LET	<b>DISQUALIFIED</b>
22	PAMP-ADAS-ADM-022	BS IT	NO TRAININGS	NO MOV ATTACHED	CSP	<b>DISQUALIFIED</b>



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23	PAMP-ADAS-ADM-023	BS COMPUTER SCIENCE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CSSP	QUALIFIED
24	PAMP-ADAS-ADM-024	BACHELOR OF TECHNOLOGY AND LIVELIHOOD EDUCATION	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	LET	QUALIFIED
25	PAMP-ADAS-ADM-025	BS CRIMINOLOGY	NO TRAININGS	NO EXPERIENCE	RA 1080	<b>DISQUALIFIED</b>
26	PAMP-ADAS-ADM-026	BS CIVIL ENGINEERING	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CSSP	QUALIFIED
27	PAMP-ADAS-ADM-027	BS MANAGEMENT ACCOUNTING	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED
28	PAMP-ADAS-ADM-028	BSBA BUSINESS MANAGEMENT	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED
29	PAMP-ADAS-ADM-029	BS ACCOUNTANCY	4 HOURS OF RELEVANT TRAINING	NO WORK EXPERIENCE	CSP	<b>DISQUALIFIED</b>
30	PAMP-ADAS-ADM-030	BSED	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	LET	QUALIFIED
31	PAMP-ADAS-ADM-031	BSED	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	LET	QUALIFIED
32	PAMP-ADAS-ADM-032	BS MANAGEMENT ECONOMICS	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED
33	PAMP-ADAS-ADM-033	COMPUTER SECRETARIAL	4 HOURS OF RELEVANT TRAINING	8 MONTHS EXPERIENCE ON COS	CSP	<b>DISQUALIFIED</b>
34	PAMP-ADAS-ADM-034	BEED	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	LET	QUALIFIED
35	PAMP-ADAS-ADM-035	BS MECHANICAL ENGINEERING	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED
36	PAMP-ADAS-ADM-036	BS TOURISM MANAGEMENT	NO TRAININGS	1 YEAR OF RELEVANT EXPERIENCE	CSSP	<b>DISQUALIFIED</b>
37	PAMP-ADAS-ADM-037	BSBA FINANCIAL MANAGEMENT	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	PD 907	QUALIFIED



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38	PAMP-ADAS-ADM-038	BSED	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	LET	QUALIFIED
39	PAMP-ADAS-ADM-039	BS SOCIAL WORK	4 HOURS OF RELEVANT TRAINING	8 MONTHS EXPERIENCE ON COE	Barangay Official Eligibility	<b>DISQUALIFIED</b>
40	PAMP-ADAS-ADM-040	BEED	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	LET	QUALIFIED
41	PAMP-ADAS-ADM-041	BEED	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	LET	QUALIFIED
42	PAMP-ADAS-ADM-042	BEED	4 HOURS OF RELEVANT TRAINING	NO WORK EXPERIENCE	LET	<b>DISQUALIFIED</b>

Prepared and certified correct by:

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



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**INITIAL EVALUATION RESULT (IER)**

**Position: Administrative Assistant II & III (FINANCE)**

**Salary Grade and Monthly Salary: SG 8 & SG 9**

**Qualification Standards:**

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

No.	Application Code	Education	Training	Experience	Eligibility	Remarks
1	PAMP-ADAS-FNC-001	BS AGRICULTURAL EDUCATION	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	LET	QUALIFIED
2	PAMP-ADAS-FNC-002	BSBA MAJOR IN MARKETING	4 HOURS OF RELEVANT TRAINING	NO MOV ATTACHED	CSP	<b>DISQUALIFIED</b>
3	PAMP-ADAS-FNC-003	BSED	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	LET	QUALIFIED
4	PAMP-ADAS-FNC-004	BS MANAGEMENT ACCOUNTING	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED
5	PAMP-ADAS-FNC-005	BS TOURISM MANAGEMENT	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CSSP	QUALIFIED
6	PAMP-ADAS-FNC-006	BSED	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	LET	QUALIFIED
7	PAMP-ADAS-FNC-007	BS COMMUNITY DEVELOPMENT	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED
8	PAMP-ADAS-FNC-008	BS ELECTRONICS ENGINEERING	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	RA 1080	QUALIFIED



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9	PAMP-ADAS-FNC-009	BACHELOR OF INDUSTRIAL TECH	NO TRAINING	1 YEAR OF RELEVANT EXPERIENCE	PD 907	<b>DISQUALIFIED</b>
10	PAMP-ADAS-FNC-010	BEED	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CSSP/LET	QUALIFIED
11	PAMP-ADAS-FNC-011	BS MANAGEMENT ACCOUNTING	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED
12	PAMP-ADAS-FNC-012	BSBA BUSINESS MANAGEMENT	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED
13	PAMP-ADAS-FNC-013	BS ACCTG TECH	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED
14	PAMP-ADAS-FNC-014	BS ACCTG TECH	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CSSP	QUALIFIED
15	PAMP-ADAS-FNC-015	BSBA MARKETING MANAGEMENT	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED
16	PAMP-ADAS-FNC-016	BS PSYCHOLOGY	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	RA 1080	QUALIFIED
17	PAMP-ADAS-FNC-017	BSBA MAJOR IN MARKETING	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CSP	QUALIFIED

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