Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

February 26, 2026

DIVISION MEMORANDUM
NO. 143, s. 2026

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	March 06, 2026	8:00 a.m. – 5:00 p.m.	Records Unit
b. Pre-assessment	March 09, 2026	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 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	
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 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 **ORANGE** folder for Administrative Function and **RED** folder for Finance Function 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
g) 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.

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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