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

September 08, 2026

DIVISION MEMORANDUM
NO. 529, s. 2026

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	September 10, 2026	8:00am – 8:20am	All Qualified Applicants
Computer-based Competency Examination		8:20am – 9:20am	All Qualified Applicants
Online Behavioral Event Interview		9:20am – 11:00am	Admin. Functions Finance Functions
Online Open Ranking		11:00am – 11:30am	

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	

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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)
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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INITIAL EVALUATION RESULT (IER)

Position: Administrative Assistant II & III (FINANCE)
Salary Grade and Monthly Salary: SG 8 & SG 9
Qualification Standards:

Education **Completion of two years studies in college**

Experience

Eligibility **Career Service (Sub-Professional) First Level Eligibility**

Trainings

No.	Application Code	Education	Training	Experience	Eligibility	Remarks
1	ADAS-FIN-PAMP-001	BEED	WITH 4 HOURS RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	RA 1080 (LET)	QUALIFIED
2	ADAS-FIN-PAMP-002	BEED	WITH 4 HOURS RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	RA1080 (LET)	QUALIFIED
3	ADAS-FIN-PAMP-003	BSBA	WITH 4 HOURS RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	CSP	QUALIFIED
4	ADAS-FIN-PAMP-004	BSIT	WITH 4 HOURS RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	CSP	QUALIFIED
5	ADAS-FIN-PAMP-005	BS ACCOUNTING INFO SYSTEM	WITH 4 HOURS RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	CSP	QUALIFIED
6	ADAS-FIN-PAMP-006	BEED	WITH 4 HOURS RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	CSP	QUALIFIED
7	ADAS-FIN-PAMP-007	BSED MAED (12 UNITS)	WITH 4 HOURS RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	RA1080 (LET)	QUALIFIED

8	ADAS-FIN-PAMP-008	BACHELOR OF EARLY CHILDHOOD EDUCATION	WITH 4 HOURS RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	CS-SUBPROF	QUALIFIED
9	ADAS-FIN-PAMP-009	BS MATH	WITH 4 HOURS RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	RA1080 (LET)	QUALIFIED
10	ADAS-FIN-PAMP-010	BSBA	WITH 4 HOURS RELEVANT TRAINING	NO MOV ATTACHED	CSP	DISQUALIFIED
11	ADAS-FIN-PAMP-011	BS ACCOUNTING INFO SYSTEM	WITH 4 HOURS RELEVANT TRAINING	NO RELEVANT WORK EXPERIENCE	CSP	DISQUALIFIED
12	ADAS-FIN-PAMP-012	BS MATH	WITH 4 HOURS RELEVANT TRAINING	LESS THAN 1 YEAR WORK EXPERIENCE	CSP	DISQUALIFIED
13	ADAS-FIN-PAMP-013	BS TOURISM	WITH 4 HOURS RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	CS-SUBPROF	QUALIFIED
14	ADAS-FIN-PAMP-014	BEED	WITH 4 HOURS RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	RA1080 (LET)	QUALIFIED
15	ADAS-FIN-PAMP-015	BEED	WITH 4 HOURS RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	RA 1080 (LET)	QUALIFIED

Prepared and certified correct by:

(Sgd.) DEXTER E. PANGILINAN

Human Resource Management Officer

INITIAL EVALUATION RESULT (IER)

Position: Administrative Assistant II & III (ADMIN)
Salary Grade and Monthly Salary: SG 8 & SG 9
Qualification Standards:

Education — **Completion of two years studies in college**

Experience

Eligibility — **Career Service (Sub-Professional) First Level Eligibility**

Trainings

No.	Application Code	Education	Training	Experience	Eligibility	Remarks
1	ADAS-ADMIN-PAMP-001	BEED	WITH 4 HOURS RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	RA1080 (LET)	QUALIFIED
2	ADAS-ADMIN-PAMP-002	BACHELOR OF PHYSICAL EDUCATION	NO RELEVANT TRAINING	NO RELEVANT WORK EXPERIENCE	RA 1080 (LET)	DISQUALIFIED
3	ADAS-ADMIN-PAMP-003	BSED	WITH 4 HOURS RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	RA 1080 (LET)	QUALIFIED
4	ADAS-ADMIN-PAMP-004	BEED	WITH 4 HOURS RELEVANT TRAINING	NO RELEVANT WORK EXPERIENCE	RA 1080 (LET)	DISQUALIFIED
5	ADAS-ADMIN-PAMP-005	BSED	WITH 4 HOURS RELEVANT TRAINING	LESS THAN 1 YEAR WORK EXPERIENCE	RA1080 (LET)	DISQUALIFIED
6	ADAS-ADMIN-PAMP-006	BEED	WITH 4 HOURS RELEVANT TRAINING	NOT RELEVANT WORK EXPERIENCE	RA 1080 (LET)	DISQUALIFIED
7	ADAS-ADMIN-PAMP-007	BEED	WITH 4 HOURS RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	RA1080 (LET)	QUALIFIED
8	ADAS-ADMIN-PAMP-008	BSED	NO RELEVANT TRAINING	LESS THAN 1 YEAR WORK EXPERIENCE	RA 1080 (LET)	DISQUALIFIED

9	ADAS-ADMIN-PAMP-009	BS PSYCHOLOGY	WITH 4 HOURS RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	RA 1080 (PSYCHOMETRICIAN)	QUALIFIED
10	ADAS-ADMIN-PAMP-010	BS CRIMINOLOGY	WITH 4 HOURS RELEVANT TRAINING	NOT RELEVANT WORK EXPERIENCE	RA 1080 (CRIMINOLOGY)/ PD 907	DISQUALIFIED
11	ADAS-ADMIN-PAMP-011	BS AGRICULTURAL BUSINESS	NO RELEVANT TRAINING	NO MOV ATTACHED	CSP	DISQUALIFIED
12	ADAS-ADMIN-PAMP-012	BEED	NO RELEVANT TRAINING	NO RELEVANT WORK EXPERIENCE	NO MOV	DISQUALIFIED
13	ADAS-ADMIN-PAMP-013	BS CIVIL ENGINEERING	WITH 4 HOURS RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	CSP	QUALIFIED
14	ADAS-ADMIN-PAMP-014	BSED MAED (12 UNITS)	WITH 4 HOURS RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	RA1080 (LET)	QUALIFIED
15	ADAS-ADMIN-PAMP-015	BSED	WITH 4 HOURS RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	RA1080 (LET)	QUALIFIED

16	ADAS-ADMIN-PAMP-016	BACHELOR OF EARLY CHILDHOOD EDUCATION	WITH 4 HOURS RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	CS-SUBPROF	QUALIFIED
17	ADAS-ADMIN-PAMP-017	BSBA	NO RELEVANT TRAINING	LESS THAN 1 YEAR WORK EXPERIENCE	CSP	DISQUALIFIED
18	ADAS-ADMIN-PAMP-018	BS OFFICE ADMINISTRATION	WITH 4 HOURS RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	CS-SUBPROF	QUALIFIED
19	ADAS-ADMIN-PAMP-019	BSBA	WITH 4 HOURS RELEVANT TRAINING	NONE	CSP	DISQUALIFIED
20	ADAS-ADMIN-PAMP-020	BEED	NO RELEVANT TRAINING	NONE	RA 1080 (LET)	DISQUALIFIED
21	ADAS-ADMIN-PAMP-021	BS ACCOUNTING INFO SYSTEM	WITH 4 HOURS RELEVANT TRAINING	NO RELEVANT WORK EXPERIENCE	CSP	DISQUALIFIED
22	ADAS-ADMIN-PAMP-022	BS MATH	WITH 4 HOURS RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	CS-SUBPROF	QUALIFIED
23	ADAS-ADMIN-PAMP-023	MAED (36 UNITS)	WITH 4 HOURS RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	RA 1080 (LET)/ PD 907	QUALIFIED
24	ADAS-ADMIN-PAMP-024	BEED MA (36 UNITS)	WITH 4 HOURS RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	RA 1080 (LET)	QUALIFIED
25	ADAS-ADMIN-PAMP-025	BEED	NO RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	RA 1080 (LET)	DISQUALIFIED
26	ADAS-ADMIN-PAMP-026	BSED	WITH 4 HOURS RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	CSP	QUALIFIED
27	ADAS-ADMIN-PAMP-027	BACHELOR OF TECHNOLOGY AND LIVELIHOOD EDUCATION	NO RELEVANT TRAINING	NO RELEVANT WORK EXPERIENCE	RA 1080 (LET)	DISQUALIFIED
28	ADAS-ADMIN-PAMP-028	BEED MA (36 UNITS)	WITH 4 HOURS RELEVANT TRAINING	NO RELEVANT WORK EXPERIENCE	NOMOV	DISQUALIFIED
29	ADAS-ADMIN-PAMP-029	BS INDUSTRIAL ENGINEERING	WITH 4 HOURS RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	CSP	QUALIFIED

30	ADAS-ADMIN-PAMP-030	BS MATH	WITH 4 HOURS RELEVANT TRAINING	LESS THAN 1 YEAR WORK EXPERIENCE	CSP	DISQUALIFIED
31	ADAS-ADMIN-PAMP-031	BSED	WITH 4 HOURS RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	RA 1080 (LET)	QUALIFIED
32	ADAS-ADMIN-PAMP-032	BS TOURISM	WITH 4 HOURS RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	CS-SUBPROF	QUALIFIED
33	ADAS-ADMIN-PAMP-033	BSED	WITH 4 HOURS RELEVANT TRAINING	NO RELEVANT WORK EXPERIENCE	RA 1080 (LET)	DISQUALIFIED
34	ADAS-ADMIN-PAMP-034	BSED	NO RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	RA 1080 (LET)	DISQUALIFIED
35	ADAS-ADMIN-PAMP-035	BEED	WITH 4 HOURS RELEVANT TRAINING	NO MOV ATTACHED	RA 1080 (LET)/ CSP	DISQUALIFIED
36	ADAS-ADMIN-PAMP-036	BEED	WITH 4 HOURS RELEVANT TRAINING	WITH 1 YEAR RELEVANT WORK EXPERIENCE	RA 1080 (LET)	QUALIFIED

Prepared and certified correct by:

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Human Resource Management Officer