



Republic of the Philippines
Department of Education

REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

SEPTEMBER 20, 2022

DIVISION MEMORANDUM
NO. 426, s. 2022

To: Assistant Schools Division Superintendents
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
HRMPSB – Chairman and Members
All Concerned

CALL FOR APPLICATION FOR THE POSITION OF ADMINISTRATIVE ASSISTANT III

1. In view of transparent governance, this Office announces the opening of application for Administrative Assistant III position with the following preferred Qualification Standards:

➤ **Administrative Assistant III (SG-9)**

Preferred Qualification Standards:

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

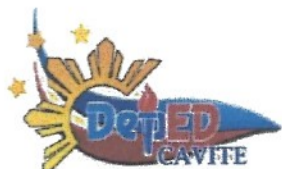
Number of Vacant Position: 1





Place of Assignment: Lumil National High School, Silang

Job Summary:

- This position shall provide assistance on the finance-related functions in schools and to facilitate efficiency in school operations such as accounting, budgeting, cash management, and payroll services, to ensure efficient office operations.

2. Interested applicants should submit the **hard copy of documents** following the arrangement of documents specified in DepEd Order No. 66, s. 2007 Regional Memorandum No. 434, s. 2017 and Division Memorandum No. 322, s. 2020:



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
 www.depedcavite.com.ph
 deped.cavite@deped.gov.ph

“Serbisyong Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO”



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- A. Original Copy of Letter of Intent to Apply addressed to the Schools Division Superintendent
- B. Original Copy of Personal Data Sheet with latest passport size picture
- C. Photocopy of Performance Rating – 3 consecutive years (if any)
- D. Experience – Photocopy of Service Record or Certificate of Employment
- E. Photocopy of Outstanding Accomplishments (if any)
 1. Awards
 - a. Certificate of Recognition
 - b. Copy of memorandum/issuances/invitation/program that the award has undergone to selection committee and selection criteria
 2. Innovations
 - a. Approved Project Proposal
 - b. Copy of innovative projects, instructional materials, program, software, or manual
 - c. Summary of the Results of its effectiveness/Cost-Benefit Analysis
 - d. Certification from the Principal/Supervisor/Head of Agency that it has been conceptualized, implemented, or adopted
 3. Research and Development Projects
 - a. Copy of Research
 - b. Research Output
 - c. Research Report
 4. Publication and Authorship
 - a. Copy of Research Journal, Article, Book, or Magazine
 5. Consultancy/Resource Speakership
 - a. Certificate of Recognition/Appreciation or Certificate of Completion if consultancy
 - b. For Resource Speakership: Training design or Training matrix where his/her name is indicated, Approved Travel Order, Invitation or Memorandum; For Consultancy: Certification from department, agency or private institution certifying the service(s) as consultant/professional expert.
- F. Education and Trainings
 1. Photocopy of Latest Transcript of Records
 2. Photocopy of Certificates of Trainings attended
- G. Photocopy of Certificate of Eligibility or PRC License

3. Human Resource Merit Promotion and Selection Board (HRMPSB) No. 006, s. 2020 has assigned points to each document under outstanding accomplishments submitted by teaching, teaching-related, non-teaching, and school head applicants. All interested applicants are hereby enjoined to submit all relevant documents stipulated in this Memorandum.



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4. Folder of applicant shall be labelled with **applicant's name, position desired, and contact number**. Original copies of all documents submitted by the applicant shall be presented during open ranking. **Only documents submitted on or before the deadline shall be evaluated and no additional documents shall be honored during and after the conduct of open ranking.**
5. Submit on or before **October 3, 2022 (Monday)** at the Records Unit, Schools Division Office, Trece Martires City, Cavite.
6. The Department of Education – Schools Division Office of Cavite Province shall strictly adhere to Division Memorandum No. 382, s. 2017 the “Equal Opportunity Principle (EOP) on Human Resource Management and Development”. All qualified applicants are encouraged to apply regardless of age, gender, civil status, disability, religion, ethnicity, or political affiliation.
7. Posting and immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

RCD/ DM 426 s. 2022
RM- 288/17/09/20/2022



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