



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

28 April 2026

DIVISION MEMORANDUM

No. 235, s. 2026

CALL FOR SUBMISSION OF PERTINENT PAPERS FOR COMPARATIVE ASSESSMENT OF ADMINISTRATIVE ASISTANT III AND ADMINISTRATIVE ASISTANT II POSITIONS IN VARIOUS SCHOOLS IN THE DIVISION

TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Section Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Non-Teaching Personnel
All Others Concerned

1. This Office hereby announces the submission of pertinent papers of applicants for **Administrative Assistant III (ADAS III) – SG 9** and **Administrative Assistant II (ADAS II) – SG 8** Positions to be assigned in various Schools in the Division.
2. To further achieve the principles of merit and fitness, objectivity, and uniformity in evaluation and to recognize the value of Equal Employment Opportunity Principle (EEOP) in the evaluation, all interested and qualified applicants are enjoined to apply regardless of age, gender, sexual orientation, social status, disability, civil status, religion, ethnicity, class, and political affiliations.
3. For ease of consolidation and retrieval, the following steps shall be undertaken:
 - 3.1 Applicants are advised to put index tab/ custom tab dividers for ease on evaluation for the Human Resource Merit Promotion and Selection Board (HRMPSB) Technical Working Group (TWG)
 - 3.2 All interested qualified applicants are advised to hand-in or send via courier the application documents addressed to Schools Division Superintendent, Division of Batangas, Provincial Sports Complex Bolbok Batangas City arranged as follows:
 - a. Letter of intent addressed to the Schools Division Superintendent. Please include the position and the section you are interested in applying for.
 - b. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and

Data



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
☎(043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662
✉deped.batangas@deped.gov.ph
🌐www.depedbatangas.com



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Privacy Consent Form pursuant to RA No. 10173 (data Privacy Act of 2012), using the attached form (Annex C) **notarized by authorized official;**

c. Fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture (CS Form No 212, Revised 2017) which can be downloaded at www.csc.gov.ph

d. Photocopy of CSC Certification of Eligibility (for Career Service Professional)/ Photocopy of updated PRC ID License

e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post graduate units/ degrees if applicable;

f. Photocopy of Certificate/s of training of training taken for the last five (5) years and/or last promotion, if applicable;

g. Photocopy of Certificate of Employment, Contract of Service, duly signed Service Record, whichever is/ are applicable;

h. Photocopy of latest appointment, if applicable;

i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/ latest position prior to the deadline of submission, if applicable; moreover, **for external applicants, the Certificate of Rating must be supported with the Performance Evaluation Tool** and

j. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:

i. Means of Verification (MOVs) showing outstanding accomplishment, Application of Education and Application of Learning and Development reckoned from the date of last issuance of appointment; and

ii. Photocopy of the Performance Rating obtained from the relevant work experience, if the performance rating in item 3.2(i) is not relevant to the position to be filled, if applicable.

4. Please be guided by the following attached enclosures to this Division memorandum:

4.1 Enclosure No 1 The Qualifications Standard (QS) of the positions.

4.2 Enclosure No 2 Duties and Responsibilities of the positions.

4.3 Enclosure No 3 Assessment Plan

4.4 Enclosure No 4 Checklist of Requirements (Annex C)

4.5 DepEd Order 7, s 2023 entitled Criteria and Point System for Hiring and Promotion of Non-Teaching Positions, Enclosure No. 5 (pages 1-18) shall be used in the evaluation of documents of Nurse II positions.

5. Application documents shall be accepted until **May 25, 2026** until 5:00 in the afternoon at the Division's Record Section. Only complete documents submitted until the set deadline shall be entertained. Late documents shall not be accepted.



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6. Applicants are advised to register at this link; bit.ly/SDOBATANGAS-HIRING until the last day of submission of the application. This will generate the application code to be used in the hiring process before the submission of mandatory requirements at the Division's Office Records Section. However, if the application code is not received, the Personnel Section will assign the respective code upon submission of application.
7. Applicants shall be notified through their registered email address regarding their qualification status for the position, as well as the schedule of the face-to-face comparative assessment.
8. Please refer to the DepEd Order 7 s. 2023 entitled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education, for clarification regarding the hiring guidelines.
9. For further clarifications you may contact the Schools Division Office-Personnel Section through telephone number: (043)722-1437 or email at sdobatangas.hiring@deped.gov.ph
10. Wide and immediate dissemination of this memorandum is desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

Encl.: Enclosure No. 1 The Qualifications Standard (QS) of the positions.
Enclosure No 2 Duties and Responsibilities of the positions.
Enclosure No 3 Assessment Plan
Enclosure No 4 Checklist of Requirements (Annex C)

Reference: DepEd Order 7, s 2023 entitled Criteria and Point System for Hiring and Promotion of Non-Teaching Positions,
To be indicated in the Perpetual Index under the following subject: Issuances-Office Memorandum

JBP/ CALL FOR SUBMISSION OF APPLICANTS FOR ADAS III and ADAS II/
R2-151500/ 04/29/2026



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Enclosure 1. The Qualification Standards of the Position

	Position	Education	Training	Experience	Eligibility
CSC Prescribed Qualification	Administrative Assistant III	Completion of two(2) years studies in college	Four(4) hours relevant training	One (1) year relevant experience	Career Service Sub-professional (First Level Eligibility)
	Administrative Assistant II	Completion of two(2) years studies in college	Four(4) hours relevant training	One (1) year relevant experience	Career Service Sub-professional (First Level Eligibility)
Preferred Qualification	Administrative Assistant III	Bachelors' Degree in Business Administration, Major in Accounting; or Completion of at least 2 years of studies for a Bachelor's Degree in Accountancy /Commerce; or Completion of 2 years studies in college with at least nine (9) units in accounting	Four (4) hours Relevant training in accounting and 4 hours training on the use of computers and spreadsheet (e.g. MS Excel)	One (1) year relevant experience in accounting activities/ tasks	Career Service Sub-professional (First Level Eligibility)
	Administrative Assistant II	Bachelors' Degree in Business Administration, Major in Accounting; or Completion of at least 2 years of studies for a Bachelor's Degree in Accountancy /Commerce; or Completion of 2 years studies in college with at least nine (9) units in accounting	Four (4) hours Relevant training in accounting and 4 hours training on the use of computers and spreadsheet (e.g. MS Excel)	One (1) year relevant experience in accounting activities/ tasks	Career Service Sub-professional (First Level Eligibility)



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Enclosure 2. Key Result Area and Duties and Responsibilities

KEY RESULT AREA AND DUTIES AND RESPONSIBILITIES OF ADAS III (Bookkeeper)

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<ol style="list-style-type: none">a. Prepare and maintain the registries of allotments and obligations.b. Prepare the financial statements and supporting schedules of the school.c. Maintenance of general and subsidiary ledgers per account.d. Prepare the Budgetary, Financial and Accountability Reports (BFARs)e. Analysis of COA Audit Findings and Recommendations as well as direct control on monitoring of its status of compliance undertaken by the schoolf. Pre-audit of financial documents (disbursement vouchers, liquidation reports, etc)g. Facilitate in the processing and releasing of Personnel Benefits.h. Reconcile plantilla position and regular payroll of school.i. Prepare remittances of taxes, premium and contribution of GOCCs.j. Transmit to COA the school's Financial Report, Financial records and Disbursement Vouchers and other reports/document as maybe deemed necessary.k. Prepare funding request, accountability reports and submit the same to Deped - Regional Office, Department of Budget and Management (DBM) and other oversight government committee.) and other oversight government committee.

KEY RESULT AREA AND DUTIES AND RESPONSIBILITIES OF ADAS II (Disbursing Officer II)

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<ol style="list-style-type: none">a. Payment of salaries and wages, voucher, allowances and other employee's benefits.b. Verifies and checks the posting of cash advances, disbursements, collections and deposits.c. Secures and cashes all checks for cash collection.d. Prepares reports on the daily cash position and monthly reports of disbursements.e. Performs such other functions as may be assigned from time to time.



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KEY RESULT AREA AND DUTIES AND RESPONSIBILITIES OF ADAS II (Verifier)

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
	<p>Assists the Senior Bookkeeper/School Head in the performance of the functions</p> <ol style="list-style-type: none">a. Preparation/maintenance of registries of allotment and obligationsb. Preparation of initial and accountability reports and maintenance of subsidiary ledgersc. Preparation of liquidation of cash advancesd. Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.)e. Analysis of COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the schools/schools divisionf. Preparation of Monthly Summary of Cash Advances, Received, Liquidated Balancesg. Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountanth. Assist in the conduct of orientation and workshops on the budgeting systemi. Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement.j. Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgetsk. Provide clerical support in the preparation of budget proposalsl. Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications)m. Review completeness of supporting documents of claims as to compliance with budgeting, accounting, and auditing rules and regulations.n. Assist in gathering of data needed in the preparation of cost efficiency computationso. Prepare data needed to approve obligation requestsp. Gather data needed to evaluate and prepare status report on budget utilizationq. Prepares documents to approve fund transfer to other operating unitsr. Gather data needed in the preparation of budget accountability reports. Does other related work



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Enclosure No 3. Assessment Plan

Activities	Responsible	Indicative Schedule	No of Working Days
Publication/Posting Period	HRMO		N/A
Last day of Receiving of Application	Records Section	May 25, 2026	10
Initial assessment/ screening of application and preparation of Initial Evaluation Review	HRMO	May 25-27, 2026	2
Preparation of letter to the applicant if they are qualified or not with the information of schedule for next hiring process			
Submission of Shortlist of qualified applicants to the HRMPSB	HRMO	May 28, 2026	1
Preliminary Meeting with the HRMPSB and Technical Working Group	HRMO/ HRMPSB/TWG Secretariat	May 29, 2026	1
Open Ranking and Validation of Documents, interview and conduct of written examination	HRMO/ HRMPSB/ TWG/Secretariat	June 10-11	2
Check the written exam/ OTJ skill set	HRMPSB/ End-user (Chief)	June 15, 2026	1
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/ HRMO/ Secretariat	June 16, 2026	1
Signing of CAR to the HRMPSB	HRMPSB/ HRMO/ Secretariat	June 16, 2026	
Submission of the final CAR and CAR-Registry of Qualified Applicants to the Schools Division Superintendent for other instruction- such as conduct of Background investigation	HRMO Upon the request of Appointing Authority	June 17, 2026	1
Upload the CAR-RQA to the website and posting to conspicuous places	HRMO/ Information Technology Officer	June 18, 2026	
Prepare notification letter to the successful candidate for the submission of requirements for appointment	HRMO	June 19, 2026	1
Forward the notification letter to the ASDS/ for initial/ signature	Secretariat	June 22, 2026	1
		TOTAL	20

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

	Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Office/sub-committee)</i>	
			Status of Submission <i>(Check if complied)</i>	Remarks
a.	Letter of intent addressed to the Head of Office or highest human resource officer			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e.	Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f.	Photocopy of Certificate/s of Training, if applicable			
g.	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h.	Photocopy of latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j.	Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k.	Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.