



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

09 December 2024

**DIVISION MEMORANDUM**  
No. 569, s. 2024

**CALL FOR SUBMISSION OF PERTINENT PAPERS FOR COMPARATIVE  
ASSESSMENT OF ADMINISTRATIVE ASSISTANT III (ADAS III)  
AND ADMINISTRATIVE ASISTANT II (ADAS II)**

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 you are interested in applying for.



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- b. 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 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](http://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 relevant Certificate/s 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 Enclosure No. 5 (pages 1-18) of DepEd Order 7, s 2023 entitled Criteria and Point System for Hiring and Promotion of Non-Teaching Positions shall be used in the evaluation of documents of ADAS III and ADAS II position.



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5. Application documents shall be accepted until **December 18, 2024**, 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.
6. Applicants are advised to register at this link; **[bit.ly/SDOBATANGAS-HIRING](https://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. Previous applicants are required to submit new sets of pertinent papers and shall undergo the Comparative Assessment of ADAS III and ADAS II applicants, in accordance with DepEd Order No. 7 s. 2023.
8. For applicants who opt to retain their scores in the last comparative assessment they may signify their intent in writing addressed to the Schools Division Superintendent through the Chairman and HRMO.
9. 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.
10. For further clarifications you may contact the Schools Division Officer-Personnel Section through telephone number: (043)722-1437 or email at [sdobatangas.hiring@deped.gov.ph](mailto:sdobatangas.hiring@deped.gov.ph)
11. Wide and immediate dissemination of this memorandum is desired.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent

JBP/ Call for Submission for ADAS III and II Position/  
R2-139049/ 12/09/2024



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



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*Enclosure 1. The Qualification Standards of the Position*

|                                    | <b>Position</b>              | <b>Education</b>   | <b>Training</b>  | <b>Experience</b>  | <b>Eligibility</b>  |
|------------------------------------|------------------------------|--|--|--|---|
| CSC<br>Prescribed<br>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<br>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 or 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 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        | Four (4) hours relevant training in accounting and 4 hours training on the use of computers and spreadsheets (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 (Senior Bookkeeper)

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

KEY RESULT AREA AND DUTIES AND RESPONSIBILITIES OF ADAS III (Accounting Clerk)

| KEY RESULT AREA/S             | DUTIES AND RESPONSIBILITIES   |
|-------------------------------|---|
| Financial Records and Reports | <ol style="list-style-type: none"><li>a. Ascertain that transaction have been properly recorded in books</li><li>b. Verify financial statements made by subordinate, verify the journal voucher</li><li>c. Prepares adjusting entries and journal vouchers</li><li>d. Prepares trial balances, monthly statements of income and expenditure and other financial statements;</li></ol> |
| Account Tracking              | <ol style="list-style-type: none"><li>a. Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports</li></ol>   |



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|   |   |
|---|---|
|   | b. Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records  |
| Financial Transactions Recording Procedures | a. Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers.<br>b. Provides inputs for improvement of accounting section<br>c. Reviews, revises and gives feedback on the work of accounting and bookkeeping staff. |

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

| KEY RESULT AREA/S | DUTIES AND RESPONSIBILITIES  |
|-------------------|--|
|                   | a. Payment of salaries and wages, voucher, allowances and other employee's benefits.<br>b. Verifies and checks the posting of cash advances, disbursements, collections and deposits.<br>c. Secures and cashes all checks for cash collection.<br>d. Prepares reports on the daily cash position and monthly reports of disbursements.<br>e. Performs such other functions as may be assigned from time to time. |

**KEY RESULT AREA AND DUTIES AND RESPONSIBILITIES OF ADAS II (Accounting Clerk)**

| KEY RESULT AREA/S  | DUTIES AND RESPONSIBILITIES  |
|--------------------|--|
| Accounting Records | a. Receives accounting documents and maintains a record by photocopying and filing documents upon receipt, for future reference.<br>b. Maintains accounting databases by entering data into the computer and processing backups.<br>c. Reconciles bank statements by comparing statements with general ledger. |
| Accounting Reports | a. Verifies financial reports by running performance analysis software program.<br>b. Determines value of depreciable assets by running depreciation software program.   |



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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"><li>Preparation/maintenance of registries of allotment and obligations</li><li>Preparation of initial and accountability reports and maintenance of subsidiary ledgers</li><li>Preparation of liquidation of cash advances</li><li>Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.)</li><li>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 division</li><li>Preparation of Monthly Summary of Cash Advances, Received, Liquidated Balances</li><li>Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant</li><li>Assist in the conduct of orientation and workshops on the budgeting system</li><li>Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement.</li><li>Assist in identifying and gathering of data needed in the preparation of budget proposals and other special budgets</li><li>Provide clerical support in the preparation of budget proposals</li><li>Respond to budget queries by referring to appropriate documents (e.g. issuances, memos, notes and justifications)</li><li>Review completeness of supporting documents of claims as to compliance with budgeting, accounting, and auditing rules and regulations.</li><li>Assist in gathering of data needed in the preparation of cost efficiency computations</li><li>Prepare data needed to approve obligation requests</li><li>Gather data needed to evaluate and prepare status report on budget utilization</li><li>Prepares documents to approve fund transfer to other operating units</li><li>Gather data needed in the preparation of budget accountability report</li><li>Does other related work</li></ol> |



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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  | December 18, 2024    | N/A                |
| Initial assessment/ screening of application and preparation of Initial Evaluation Review  | HRMO   | December 19-20, 2024 | 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   | December 23, 2024    | 1                  |
| Preliminary Meeting with the HRMPSB and Technical Working Group  | HRMO/<br>HRMPSB/TWG<br>Secretariat                     | December 26, 2024    | 1                  |
| Open Ranking and Validation of Documents, interview and conduct of written examination   | HRMO/ HRMPSB/<br>TWG/Secretariat                       | December 26-27, 2024 | 2                  |
| Check the written exam/ OTJ skill set  | HRMPSB/ End-user (Chief)                               | January 02 ,2025     | 1                  |
| HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)   | HRMPSB/ HRMO/<br>Secretariat                           | January 03-04, 2025  | 2                  |
| Signing of CAR to the HRMPSB   | HRMPSB/ HRMO/<br>Secretariat                           | January 06, 2025     | 1                  |
| 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<br>Upon the request of<br>Appointing<br>Authority | January 06, 2025     | 1                  |
| Upload the CAR-RQA to the website and posting to conspicuous places  | HRMO/<br>Information<br>Technology Officer             | January 07, 2025     | 1                  |
| Prepare notification letter to the successful candidate for the submission of requirements for appointment   | HRMO   | January 08, 2025     | 1                  |
| Forward the notification letter to the ASDS and SDS/ for initial/ signature  | Secretariat  | January 09, 2025     | 1                  |
| <b>TOTAL</b>   |  |                      | <b>13</b>          |



**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<br><i>(To be filled-out by the applicant; Check if submitted)</i> | Verification<br><i>(To be filled-out by the HRMO/HR Office/sub-committee)</i> |         |
|---|--|---|---------|
|   |  | Status of Submission<br><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:<br>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.