



Division Memorandum  
No. 102, s. 2019

TO: **All Interested Applicants  
Concerned Division Office Personnel**

FROM: **MARILOU B. DEDUMO, Ph. D., CESO V**  
Schools Division Superintendent

SUBJECT: **Acceptance of Folders of Applicants for Administrative Assistants II and III (per NOSCA No. 1802018-12-034)**

DATE: February 28, 2019

- This Division is accepting folders of pertinent papers of applicants for the position of Administrative Assistants II and III from February 28 to March 6, 2019 at the Division Office. The folders will be received by the Division Records Officer, Ms. Julita Mangata and to be turned-over to the HRMPSB c/o its Chair, ASDS Jasmin R. Lacuna.
- The vacant ADAS IIs and IIIs bear the following parenthetical titles:

Position	Parenthetical Title	SG	Number of Available Positions	Proposed Assignment
ADAS II	Human Resource Management Assistant	8	1	Division Office
ADAS II	Bookkeeper	8	28	Implementing Units as deemed necessary by the Head of Agency
ADAS III	Senior Bookkeeper	9	8	Division Office (Personnel, Accounting & Budget)
ADAS III	Secretary II	9	3	Division Office
ADAS III	Computer Operator II	9	1	Division Office
TOTAL			41	

- In selecting the most qualified applicants and candidates for appointment, the **preferred qualifications** must be met, to wit:
  - For Senior Bookkeeper and Bookkeeper

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



b. For Computer Operator II

Education	Completion of two-year studies
Experience	1 year relevant experience as certified by previous or current employer and/or in the service record
Training	4 hours relevant training in accounting and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)
Eligibility	Relevant MC 11 s. 1996 Career Service (Sub-Professional)/First Level Eligibility

c. For Secretary II

Education	Completion of two-year studies
Experience	1 year relevant experience as certified by previous or current employer and/or in the service record
Training	4 hours relevant training in accounting and 4 hours training on the use of computers and software applications
Eligibility	Relevant MC 11 s. 1996 Career Service (Sub-Professional)/First Level Eligibility

d. For Human Resource Management Assistant

Education	Completion of two-year studies; Excellent Communication Skills (written and oral)
Experience	1 year relevant experience as certified by previous or current employer and/or in the service record
Training	4 hours relevant training in accounting and 4 hours training on the use of computers and software applications
Eligibility	Relevant MC 11 s. 1996 Career Service (Sub-Professional)/First Level Eligibility

4. The following documents contained in a long, brown folder shall be submitted by the applicant:

- a. Application Letter (stating the position with corresponding parenthetical title to be applied for and duly signed)
- b. Personal Data Sheet (PDS), CSC Revised 2017
- c. Certified true machine copies of the following:
  - TOR, Diploma,
  - Certificates of Relevant Training/s attended
  - CS Eligibility (1<sup>st</sup> Level/2<sup>nd</sup> Level)
  - Service Record/Certificate of Training
  - Performance Ratings (for 3 years)
- d. Certified true copy of the CAV of TOR and Diploma

5. After turning-over a folder to the Records/Receiving Officer, the applicant then submits him/herself to an interview (but shall also bring a folder of pertinent papers for perusal) to the following Division Office personnel:

- a. Senior Bookkeeper/Bookkeeper
  - Miss Bethany I. Evilla, CPA
  - Mr. Hel Curada, AO II (Alternate)
  - Ms. Myrna Callote , AO IV (Alternate)
- b. Human Resource Management Assistant
  - Mr. Carlos Tian Chow – HRD Head
  - Ms. Eppie P. Cabrera - HRMO (Alternate)
  - Ms. Shirlene E. Crabajales – AO V (Alternate)
- c. Computer Operator
  - Marvin Minguillan – ITO
  - Mr. Ruel Castante – Alternate
  - Mr. Almar Lozada – Alternate
- d. Secretary
  - Jasmin R. Lacuna, OIC-ASDS
  - Celsa A. Casa, CID Chief - Alternate
  - Elvira S. Urbiztondo, SGOD Chief – Alternate

6. This Division emphasizes and abides by the equal employment opportunity principle in the selection, comparative assessment and hiring process. This is to underscore that all applicants are treated equally, equitably and fairly regardless of sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socioeconomic standing, ethnicity and other attributes.

7. Immediate and widest dissemination of this Memorandum is highly enjoined.