



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF BULACAN**

May 24, 2021

DIVISION MEMORANDUM  
No. 77 s. 2021

**ANNOUNCEMENT OF VACANCIES FOR NON-TEACHING POSITIONS AND SCHEDULE OF RECRUITMENT AND SELECTION PROCESSES**

To : Assistant Schools Division Superintendents  
SGOD and CID Chiefs  
HRMPSB Members  
Secondary and Elementary School Principals/OICs  
All Others Concerned

1. This is to announce the total of 91 vacancies for non-teaching positions in this Schools Division.  
The positions and assignments of the said vacancies are as follows:

POSITION	Elementary	JHS	SHS	OSDS Finance	OSDS Admin
ADAS III (Bookkeeper)	23	9			
ADAS II (Disbursing)	13	16	18		
ADAS III (Finance)				4	
ADAS II (Finance)				1	
ADAS III (Admin)					3
ADA VI (OSDS)					4
	36	25	18	5	7

2. The basic qualification standards for the aforementioned positions are as follows:

Position Title/Description	Salary Grade	Education	Experience	Training	Eligibility
Administrative Assistant III (Senior Bookkeeper)	9	Completion of 2 years' studies in college (Preferably with 9 units in Accounting)	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) 1 <sup>st</sup> level eligibility
Administrative Assistant II (Disbursing Officer)	8	Completion of 2 years' studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) 1 <sup>st</sup> level eligibility



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		(Preferably with 9 units in Accounting)			
Administrative Assistant III (Administrative Function)	9	Completion of 2 years' studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) 1 <sup>st</sup> level eligibility
Administrative Assistant II (Administrative Function)	8	Completion of 2 years' studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) 1 <sup>st</sup> level eligibility
Administrative Aide VI (SDO Proper)	6	Completion of 2 years' studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) 1 <sup>st</sup> level eligibility

3. Interested applicants are enjoined to submit to this Office, through the Records Unit or email at [sdobulacanhrmps@deped.gov.ph](mailto:sdobulacanhrmps@deped.gov.ph), the following documents on or before May 31, 2021 using a red folder.

- a. Letter of Intent
- b. CSC Form 212 – Personal Data Sheet
- c. Transcript of Records (Bachelor's Degree and Post graduate, if any)
- d. Certificates of Employment or Service Record
- e. Certificates of Participation to Relevant Trainings
- f. Certification of Career Service Professional Eligibility

4. Applicants will be emailed on the result of evaluation of documents on QS. Only the qualified applicants will submit to the Records Unit of this Office the original documents of the following requirements and determinants for ranking for non-teaching personnel on or before June 07, 2021 using a red folder.

- a. Letter of Intent (include on the letter the preferred station of assignment)
- b. Performance Rating for the last three rating periods prior to the screening (should at least be very satisfactory)
- c. Certificates of Employment or Service Record (experience must be relevant to the position applied)
- d. Outstanding Accomplishments (Outstanding Employee Award, Innovations, Research and Development Projects, Publication/Authorship, and Consultant/Resource Speakers in Trainings/Seminars/Workshops/Symposia)
- e. Transcript of Records (Bachelor's Degree and Post Graduate Studies, if any and (CHED certification for TORs from private schools)
- g. Certificates of participation in trainings



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5. To adhere to the IATF health protocols, the examination will be online, and the interview will be conducted virtually. This will be for the assessment of potential and psychosocial attributes and personality traits. The schedule and link will be emailed to the qualified applicants.
6. This Office emphasizes the provision of equal employment opportunity to all qualified applicants who meet the Qualification Standards (QS). There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliations. (2017 ORA-OHRA Rule IX. Sec. 83 page 17)
7. Attached are the enclosures for your reference:  
  
Enclosure No. 1 - Composition of the HRMPSB and Selection Process Schedule  
Enclosure No. 2 - Key Result Areas of the Vacant Non-Teaching positions  
Enclosure No. 3 - Key Result Areas of the Vacant Non-Teaching positions
8. Wide dissemination of this Memorandum is desired.

  
**ZENIA G. MOSTOLES, EdD CESO V**  
Schools Division Superintendent



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Enclosure No. 1, to the Division Memorandum No.   s. 2021

**SCHEDULE OF SELECTION PROCESS**

Date	Activity
On or before May 31, 2021	Submission of Letter of Intent and photocopies of all documents on Qualification Standards listed on the Memorandum (3 <sup>rd</sup> paragraph)  (Submit to the Records Unit or email to <a href="mailto:sdobulacanhmrpsb@deped.gov.ph">sdobulacanhmrpsb@deped.gov.ph</a> )
June 01-03, 2021	Preliminary Evaluation on the qualification of all candidates
June 04, 2021	Emailing of all candidates on the result of the preliminary evaluation
June 07, 2021	Submission of original documents of requirements listed on the Memorandum (4 <sup>th</sup> paragraph) by qualified applicants
June 8-9, 2021	Online Examination and Interview
June 10-11, 2021	HRMPSB Deliberation - Evaluation of documents and preparation of Comparative Assessment Results



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Enclosure No. 2, to the Division Memorandum No. \_\_\_\_, s. 2021

**HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)**

Chairperson : ROWENA T. QUIAMBAO, CESE  
Assistant Schools Division Superintendent

Members : Gregorio C. Quinto, Jr., Ed.D  
CID Chief

Cecilia S. Custodio, PhD  
SGOD Chief

Ms. Josefina S. Pedroche  
OIC, Office of the Administrative Officer V

Ms. Victoria O. Madrigal  
Administrative Officer IV, Personnel Unit

Secretariat : Ms. Karen Mineth T. Danganan  
Mr. Kevin Cabazal



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Enclosure No. 2 to Division Memorandum No. s. 2021

**KEY RESULT AREAS**

Administrative Assistant III (Bookkeeper, SDO Proper)

- A. Financial Records and Reports
  - Ascertains that transaction have been properly recorded in books
  - Verify financial statements made by subordinate, verify the journal voucher
  - Prepares adjusting entries and journal vouchers
  - Prepares trial balances, monthly statements of income and expenditure and financial statements;
- B. Account Tracking
  - Prepares schedules to support statements of accounts and other financial statements incorporation in the books of accounts or progress reports
  - Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records
- C. Financial Transactions Recording Procedures
  - 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.
  - Provides inputs for improvement of accounting section
  - Reviews, revises and gives feedback on the work of accounting and bookkeeping staff.

Administrative Assistant II (Disbursing, SDO Proper)

- A. Accounting Records
  - Receives accounting documents and maintains a record by photocopying and filing documents upon receipt, for future reference
  - Maintains accounting databases by entering data into the computer and processing backups
  - Reconciles bank statements by comparing statements with general ledger
- B. Accounting Reports
  - Verifies financial reports by running performance analysis software program
  - Determines value of depreciable assets by running depreciation software program



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**Administrative Assistant II (SHS)**

- Provides administrative and clerical support to his/her superior.
- May be designated to assist either the Principal/School Head or any of the Assistant Principal;
- May also be designated as property custodian or to the canteen services of the school, as deemed necessary; and
- Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head.

**Administrative Aide VI (SDO Proper)**

- A. Schedules Administrative Service Activities
- B. Records and Files
- C. Administrative Support
- D. Secretariat/Frontline

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