



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OFFICE OF ANGELES CITY

07 Jan 2025

DIVISION MEMORANDUM
 NO. **007**, s. 2025

RECRUITMENT, SCREENING AND SELECTION FOR NON-TEACHING and SCHOOL ADMINISTRATION POSITIONS

TO : Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

1. This is to announce the recruitment, screening and selection for non-teaching and school administration positions, this Division, to mention:

Position	Vacancy	Deadline of Submission
Admin. Assistant II	Accounting Unit; Angeles City Science HS; Angeles City Nat'l Trade School - SHS	Jan. 16, 2025 8:00am - 5:00pm at the Records Unit *Division open ranking to be announced.
Admin. Assistant III	Accounting Unit	
Education Program Specialist II	School Governance and Operation Division	
School Principal II	Elementary School	

2. The CSC Qualification Standard and Job Description of the said positions are stated below:

POSITION PROFILE	
Position Title: Administrative Assistant II	Salary Grade: 8 Monthly Salary: P20,534.00
Station of Deployment: Angeles City Nat'l Trade School - SHS	
CSC QUALIFICATIONS:	
Education:	Completion of two years studies in college
Experience:	1 year relevant experience
Training:	4 hrs. of relevant training
Eligibility:	Career Service Sub-Professional (First Level Eligibility)



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JOB SUMMARY:

Provides administrative and clerical support to his/her supervisor.

GENERAL DUTIES AND RESPONSIBILITIES:

- Provide assistance to the School Head / Asst. School Principal;
- Act as Property custodian or provide assistance to the canteen services of the school;
- Administrative support including preparation of financial reports

POSITION PROFILE

Position Title: Administrative Assistant II	Salary Grade: 8 Monthly Salary: P20,534.00
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Station of Deployment: Angeles City Science HS

CSC QUALIFICATIONS:

Education:	Completion of two years studies in college
Experience:	1 year relevant experience
Training:	4 hrs. of relevant training
Eligibility:	Career Service Sub-Professional (First Level Eligibility)

JOB SUMMARY:

This position shall assist the Senior Bookkeeper and/or School Head in the performance of their functions, such as but not limited to undertaking the necessary accounting, budgeting, cash management and payroll services and other finance-related functions, to ensure efficient office operations.

GENERAL DUTIES AND RESPONSIBILITIES:

Assist the Senior Bookkeeper/School Head in the performance of the following:

- Preparation/maintenance of registries of allotment and obligations
- Preparation of financial and accountability reports and maintenance of subsidiary ledgers
- Preparation of liquidation of cash advances
- Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.)
- Analysis of COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school/schools division
- Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances
- Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or Schools Division Accountant.

Budgeting Services



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- Assist and gather data in the conduct of review of the budgeting system towards its continuous improvement.
- Provide clerical support in the preparation of budget proposals
- Review completeness of supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations

Budget Execution

- Prepare data needed to approve obligation requests
- Gather data needed to evaluate and prepare status report on budget utilization
- Prepares documents to approve fund transfer to other operating units

POSITION PROFILE	
Position Title: Administrative Assistant II	Salary Grade: 8 Monthly Salary: P20,534.00
Station of Deployment: Accounting Unit	
CSC QUALIFICATIONS:	
Education:	Completion of two years studies in college
Experience:	1 year relevant experience
Training:	4 hrs. of relevant training
Eligibility:	Career Service Sub-Professional (First Level Eligibility)
JOB SUMMARY:	
To support accounting operations by filing documents, reconciling statements, running software programs.	
GENERAL DUTIES AND RESPONSIBILITIES:	
Accounting Services	
<ul style="list-style-type: none"> • Preparation/maintenance of registries of allotment and obligations. • Preparation of financial and accountability reports and maintenance of subsidiary ledgers • Preparation of liquidation of cash advances. • Pre-auditing of financial documents • Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances • Other related bookkeeping and accounting tasks as may be assigned by the Schools Division Accountant. 	



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POSITION PROFILE	
Position Title: Administrative Assistant III	Salary Grade: 9 Monthly Salary: P22,219.00
Station of Deployment: Accounting Unit	
CSC QUALIFICATIONS:	
Education:	Completion of two years studies in college
Experience:	1 year relevant experience
Training:	4 hrs. of relevant training
Eligibility:	Career Service Sub-Professional (First Level Eligibility)
JOB SUMMARY: To maintain and safeguard the books, records and supporting schedules of the Division Office by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and reliable reports which will aid the management in making informed decisions.	
GENERAL DUTIES AND RESPONSIBILITIES:	
Financial Records and Reports: <ul style="list-style-type: none">• Ascertain that transaction have been properly recorded in books;• Verify financial statements made by subordinate, verify the journal voucher;• Prepares adjusting entries and journal vouchers	
Account Tracking: <ul style="list-style-type: none">• Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports;• Prepares the reconciliation of books of accounts to make necessary adjustments to maintain accuracy and updated records.	
Financial Transactions and Recording Procedures <ul style="list-style-type: none">• 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 input for the improvement of accounting section	





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POSITION PROFILE	
Position Title: Education Program Specialist II	Salary Grade: 16 Monthly Salary: P 41,616.00
Station of Deployment: School Governance and Operations Division (Human Resource Development)	
CSC QUALIFICATIONS:	
Education:	Bachelor's degree in Education or its equivalent
Experience:	2 years experience in education research, development, implementation or other relevant experience.
Training:	4 hours of relevant training
Eligibility:	PBET; Teacher Career Service (Professional) Appropriate Eligibility for Second Level Position
JOB SUMMARY: To assist the Chief and Education Program Supervisors in maintaining systems and implementing its components in order to ensure delivery of quality and sustainable HRD services	
GENERAL DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> ➤ HR Strategic Plans and Policies ➤ Professional and Career Development ➤ Training and Career Development Materials ➤ Scholarship and Professional Program Coordination ➤ Training and Development Records ➤ Employees Welfare, Succession and Exit ➤ Technical Assistance 	

POSITION PROFILE	
Position Title: School Principal II	Salary Grade: 20
Station of Deployment: Elementary School	Monthly Salary: P60,157.00
QUALIFICATIONS:	
Education:	Bachelor's degree in elementary education; or Bachelor's degree w/ 18 professional units plus 6 units of management
Experience:	1 year as Principal
Training:	40 hrs. relevant training
Eligibility:	PBET/TEACHER/RA 1080(LET) (NQESH Passer)
JOB SUMMARY: The Principal will provide leadership and administration which will motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally	
GENERAL DUTIES AND RESPONSIBILITIES	
<ul style="list-style-type: none"> ➤ Supervises and directs all school teaching and non-teaching personnel. ➤ Manages instructional system and sets up goals and objectives. ➤ Promotes and coordinates services for the holistic development of school personnel and pupils. 	



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- Requests and distributes instructional materials.
- Practices equitable distribution of teaching loads and observes teacher-learner ratio.
- Initiates and compiles teachers' professional documents in portfolios.
- Rates all school personnel performance and recommends promotion.
- Ensures compliance to existing laws, policies, and orders of fundraising projects for the school.
- Establishes linkages with stakeholders. Recognizes accomplishments of stakeholders.
- Harnesses participation of alumni and other organizations (NGOs, LGUs, PPP)
- Leads the preparation of SIP/AIP and ensures participation of stakeholders.
- Evaluates the school plant, physical facilities fitness, safety and sufficiency with the assistance of specialists.

3. Only those who meet the minimum qualification standards as per the Initial Evaluation Results (IER) will be included in the selection line-up for the Division Open Ranking.

4. Evaluative assessment on the applicant's competencies conducted by the Division HRMPSB will be based on the following:

For Non-Teaching Positions: **DepEd Order No. 7 s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education", Enclosure No. 5: Criteria and Point System for Hiring and Promotion to Non-Teaching Positions**

For School Administration Position: **DepEd Order No. 7 s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education", Enclosure No. 3: Criteria and Point System for Hiring and Promotion to School Administration Positions**

5. All interested and qualified applicants may register through this link: <https://bit.ly/RegVacantPositions> and may submit the photocopied documentary requirements fastened in a **blue folder for school administration position and white folder for non-teaching positions** and properly labelled, as provided in DepEd Order No. 7 s. 2023, Annex C (Checklist of Requirements), at the Records Unit. Bring the original documents during the scheduled Open Ranking for verification purposes. All submitted documents will no longer be returned to the applicant.



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6. It is understood that failure to submit complete mandatory requirements on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted beyond the prescribed deadline.
7. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted. Any false and fraudulent document shall be grounds for disqualification.
8. The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.
9. Immediate dissemination of this Memorandum is desired.

ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent

Encl.: As stated

References: 1. DO 07 s. 2023

To be indicated in the Perpetual Index under the following subjects:

EMPLOYMENT

PROMOTIONS

RECRUITMENT

CLM/AOIV/Jan. 07, 2025



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