



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF ABRA**

RELEASED  
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Office of the Schools Division Superintendent

DIVISION MEMORANDUM  
 No. 045 s.2023

February 3, 2023

**SUBMISSION OF APPLICATION FOR ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) AND ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)**

**To: Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 All Interested and Qualified Applicants**

1. The Schools Division Office through the Human Resource Merit Promotion and Selection Board (HRMPSB) announces the submission of applications of interested qualified applicants for the following positions:

**ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) – 4 ITEMS  
 ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II) – 1 ITEM**

2. The minimum qualification standards are as follows:

Position	Plantilla Item No.	SG	Monthly Salary	Qualification standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90016-2014	9	21211	Completion of 2 years in college Preferably: 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 (9) units in accountancy.	4 hrs. relevant training in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Marc Ysrael B. Bernos MNHS
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90084-2014	9	21211	Completion of 2 years in college Preferably: Bachelors degree in Business Administration, Major in Accounting or Completion of at least 2 year studies in Bachelor's Degree in	4 hrs. relevant training in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Western Abra National HS



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra  
 Telephone No.: (074)614-6918  
 Email Address: abra@deped.gov.ph  
 Website: http://www.depedabra.com



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				Accountancy or Commerce or Completion of 2 years studies in college with at least (9) units in accountancy.					
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90013-2014	9	21211	Completion of 2 years in college Preferably: 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 (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Elementary (Malibcong District)
Administrative Assistant III (Senior Bookkeeper)	OSEC-DECSB - ADAS3-90010-2017	9	21211	Completion of 2 years in college Preferably: 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 (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Elementary (Luba CS-Luba District)
Administrative Assistant II (Disbursing Officer II)	OSEC-DECSB - ADAS2-90067-2017	8	19744	Completion of 2 years in college Preferably: 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 (9) units in accountancy.	4 hrs. relevant training in in Accounting and 4 hours training on the use of computers and spreadsheets (Microsoft Excel)	1 yr. relevant experience in accounting activities/tasks	CS Sub. Prof.	Financial Records and Reports, Account Tracking, Financial Transactions Recording Procedures	Secondary



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3. All interested applicants regardless of gender, sexual orientation, civil status, religion, disability, ethnicity or political affiliation are required to submit application letter together with complete documents **on or before February 10, 2023** at the DepEd Schools Division Office of Abra through the HRMO and to be received at the records section. All applications received beyond **February 10, 2023** will not be accepted. Please be guided by the following timeline:

ACTIVITY	RESPONSIBLE	TIMELINE
a. Filing and submission of application	Applicants SDO-Records Section	January 24, 2023 – February 10, 2023
b. Initial assessment of application documents	Personnel Section/HRMO	Maximum of 10 working days
c. Posting of Selection Line-up	Personnel Section	15 calendar days
d. Conduct of Interview of applicants	HRMPSB	1 day
e. Finalization of Comparative Assessment Form	HRMPSB Secretariat	1 day
f. Signing of CAF by the HRMPSB	HRMPSB	1 day
g. Submission of CAF for Approval	ASDS	1 day
h. Approval of final CAF	SDS	1 day

4. The following required documents should be placed in three (3) **separate folders (1 original copy and 2 photocopies)** which should be properly arranged and labeled following the sequence as hereunder presented as follows:

	DOCUMENTS/CRITERIA	MEANS OF VERIFICATION/REQUIRED DOCUMENTS
A	Application Letter stating the position/s and preferred school to apply	
B	Updated Personal Data Sheet	
C	Performance Rating	➤ Performance rating for the last 3 rating periods which should be at least Very Satisfactory (VS)
D	Experience	Updated Service Record / Certificate of Employment
E	Outstanding Accomplishments	➤ Certificate of Recognition as Outstanding Employee



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	DOCUMENTS/CRITERIA	MEANS OF VERIFICATION/REQUIRED DOCUMENTS
	(Meritorious Accomplishments)	<ul style="list-style-type: none"> <li>➤ Certificate of Recognition for any Innovations conducted</li> <li>➤ Copy of Research and Development Projects</li> <li>➤ Certificate of Recognition as to Publication/Authorship</li> <li>➤ Certificate of Recognition as Consultant/Resource Speaker in trainings/Seminars</li> </ul>
F	Education	➤ Official Transcript of Records (OTR)
G	Training	➤ Certificate of Participation to Training Activities, Scholarship Programs, Study Grants, etc.
H	Eligibility	➤ Certificate of Eligibility/Rating/License
I	Others	

5. For inquiries or clarifications, please contact **Ms. Gemma B. Cabutaje, HRMO** at **0965-516-9360** at DepEd Division Office.

6. Immediate dissemination of this memorandum is desired.

  
**BENILDA M. DAYTACA EdD, CESO V**  
 Schools Division Superintendent

FBPanelo/OSDS/ASU/PER



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