



Department of Education

Region V

DIVISION OF CAMARINES SUR

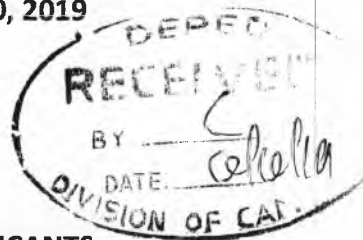
Freedom Sports Complex, San Jose, Pili, Camarines Sur



May 30, 2019

DIVISION MEMORANDUM

No. 182, s. 2019



SCHEDULE OF DELIBERATION AND EVALUATION OF APPLICANTS FOR NON-TEACHING POSITIONS

TO : Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary and Secondary Schools
And Interested Qualified Applicants

1. The Division of Camarines Sur is in urgent need to fill up the following positions:
 - a. **School Librarian II**
 - b. **Registrar I**
 - c. **Administrative Officer I (Cashier I)**
 - d. **Senior Bookkeeper**
 - e. **Disbursing Officer II**
 - f. **Administrative Assistant III**
 - g. **Administrative Assistant II**
2. All qualified and interested applicants may please submit their documents for ranking and evaluation **on or before June 10, 2019** during office hours, as follows:
 - a. Omnibus Certification, indicated therein the school where the applicant intends to apply
 - b. Application Letter
 - c. Comprehensive Resumé
 - d. CS Form 212 (PDS)
 - e. Certificate of Eligibility
 - f. Performance Ratings for the last three (3) rating periods (with numerical rating);
 - g. Certification of Designations / Service Records as experience relevant to the position;
 - h. Outstanding Accomplishments, such as:
 - i. Outstanding Employee Award
 - ii. Innovations
 - iii. Research and Development Project/s
 - iv. Publication / Authorship
 - v. Consultancy / Resource Speakership in Trainings/Seminars/Workshop/Symposia
 - i. Education – Transcript of Records

- j. Training/s:
- Participant in a specialized training e.g. Scholarship Programs, Study Grants for more than one (1) month;
 - Attendance to three (3) or more training activities conducted for at least three (3) days not given credits in the past promotions;
 - As participant in one (1) trainings conducted for at least three (3) days in the National and International level;
 - Chair / Co-Chair in a Technical / Planning Committee

The Qualification Standards for the said positions are as follows:

POSITION TITLE AND SALARY GRADE	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
School Librarian II (SG – 15)	Bachelor’s degree in Library Science or Information Science or any Bachelor of Science in Education/Arts major in Library Science	1 year of relevant experience	4 hours of relevant training	RA 1080
Registrar I (SG – 11)	Bachelor’s degree	none required	none required	Career Service (Professional) Second Level Eligibility
Administrative Officer I Cashier I (SG – 10)	Bachelor’s Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility
Senior Bookkeeper (SG – 9)	Completion of 2 years in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
Disbursing Officer II (SG – 8)	Completion of 2 years in College	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility
Administrative Assistant III (SG – 9)	Completion of 2 years in College Preferred Qualifications: Bachelor’s Degree in Business Administration Major in Accounting; or Completion of at least 2 years 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 subjects	1 year of relevant experience in accounting activities / tasks	4 hours of relevant training in accounting and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)	Career Service (Sub-Professional) First Level Eligibility
Administrative Assistant II (SG – 8)	Completion of 2 years in College Preferred Qualifications: Bachelor’s Degree in Business Administration Major in Accounting; or Completion of at least 2 years 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 subjects	1 year of relevant experience in accounting activities / tasks	4 hours of relevant training in accounting and 4 hours training on the use of computers and spreadsheet software (e.g. Microsoft Excel)	Career Service (Sub-Professional) First Level Eligibility

3. The Personnel Selection Board (PSB) **evaluation and deliberation** of applicants shall be on **June 14, 2019**. Written test shall be announced later.

4. Submission of documents shall be in a folder color-coded as follows:

- | | | |
|---|---|------------|
| a) School Librarian II | - | GREEN |
| b) Registrar I | - | VIOLET |
| c) Administrative Officer I (Cashier I) | - | YELLOW |
| d) Senior Bookkeeper | - | RED |
| e) Disbursing Officer II | - | LIGHT PINK |
| f) Administrative Assistant III | - | WHITE |
| g) Administrative Assistant II | - | BROWN |

5. The Division Personnel Selection Board shall be composed of the following:

For School Librarian II and Administrative Officer I (Cashier I)


Chairman : Susan S. Collano, Assistant Schools Division Superintendent
Members : Maria Divina H. Calleja, Administrative Office IV – HRMO
Arnel L. Verona, Disbursing Officer II / President, NEU
Manuel D. Buere, School Principal II, Sta. Lutgarda NHS, Cabusao

For Senior Bookkeeper, Disbursing Officer II, Administrative Assistant II and III

Chairman : Susan S. Collano, Assistant Schools Division Superintendent
Members : Gina A. Valenciano, Administrative Officer V
Maria Divina H. Calleja, Administrative Office IV – HRMO
Arnel L. Verona, Disbursing Officer II / President, NEU

6. Applicants are advised to bring their original documents for verification during the scheduled deliberation.

7. Immediate dissemination of and compliance with this Memorandum is desired.


CECILLE BERNADETTE P. RIVERA, CESO V
Schools Division Superintendent

Reference: DepEd Order No. 66, s. 2007
MDHC/np0-05-30-2019 FN: Schedule of Deliberation and Evaluation

Secondary Schools Deployment of Non-Teaching Positions

Position Title	No. of Positions	Deployment
Administrative Assistant III	2	1. Presentacion NHS, Presentacion 2. San Antonio NHS, Milaor
Administrative Assistant II	64	1. Presentacion NHS, Presentacion 2. San Antonio NHS, Milaor 3. Agdangan NHS, Baao 4. Antipolo NHS, Minalabac 5. Homobono H. Gonzalez NHS, Libmanan 6. Barcelonita Fishery School, Cabusao 7. Bikal Fishery School, Caramoan 8. Binanuaanan NHS, Pili 9. Bula NHS, Bula 10. Colacling NHS, Lupi 11. Don Mariano Veneracion NHS, Pamplona 12. Gainza NHS, Gainza 13. Hobo NHS, Minalabac 14. Juan F. Triviño MHS, Pasacao 15. Vivencio Obias-Kinalansan NHS, San Jose 16. La Purisima NHS, Nabua 17. Malawag NHS, Nabua 18. Minalabac NHS, Minalabac 19. Nabua NHS, Nabua 20. Nato HS, Sagñay 21. Ocampo NHS, Ocampo 22. Hanawan NHS, Ocampo 23. Palsong NHS, Bula 24. Pamplona NHS, Pamplona 25. Pamukid NHS, San Fernando 26. Partido Agro-Industrial NHS, Tigaon 27. Pinaglabanan HS, Goa 28. Ragay National Agricultural and Fishery School, Ragay 29. Rodriguez NHS, Pili 30. Salvacion NHS, Bato 31. Dr. Rodolfo V. Pamor Jr. MNHS, Tigaon 32. San Fernando NHS, San Fernando 33. Maura N. Sibulo NHS, Pamplona 34. San Isidro NHS, Libmanan 35. San Jose NHS, San Jose 36. San Jose Pili NHS, Pili 37. San Juan NHS, Libmanan 38. San Rafael NHS, Tigaon 39. San Ramon NHS, Lagonoy 40. San Vicente NHS, Buhi 41. Bato NHS, Bato 42. Sicpocot NHS, Sipocot 43. Siruma NHS, Siruma 44. Sta. Cruz NHS, Canaman 45. Sta. Justina NHS, Buhi 46. Sta. Lutgarda NHS, Cabusao 47. Sulpicio A. Roco MHS, Bombon 48. Tandaay PHS, Nabua 49. Tamban NHS, Tinambac 50. Tawog NHS, Caramoan 51. Don Servillano Platon MHS, Tinambac 52. Tomas A. Andaya Sr. NHS, Ragay 53. Villazar NHS, Sipocot 54. Quipayo NHS, Calabanga