



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

5 June 2024

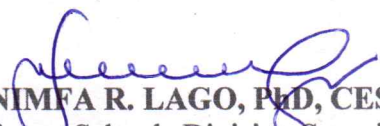
DIVISIONAL MEMORANDUM

No. **167**, s. 2024

**ANNOUNCEMENT OF THE SELECTION LINE-UP
FOR ADMINISTRATIVE ASSISTANT III (SECRETARY II),
& ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Schools District Supervisor
Public Elementary and Secondary School Heads
All others concerned
This Division

1. This Office announces the result of the Selection Line-Up for Administrative Assistant III (Secretary) and Administrative Assistant II (Disbursing Officer) positions for this Division.
2. The selection was based on the guidelines stipulated in "DepEd Order 07, s. 2023" using the qualification standard per CSC QS Manual (1997).
3. This Office observes the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
4. For information and guidance.


NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

References: As stated,
To be indicated in the Perpetual Index
under the following subjects:

HIRING SELECTION LINE-UP RECRUITMENT
AJS/DM – ANNOUNCEMENT OF THE SELECTION LINE-UP FOR ADMINISTRATIVE ASSISTANT III (Secretary) & ADMINISTRATIVE ASSISTANT (Disbursing Officer)

___ /June 5, 2024



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Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO

SELECTION LINE UP

Vacant Position: ADMINISTRATIVE ASSISTANT III (SECRETARY II)
 Item No. : OSEC-DECSB-660156-2014
 Education: COMPLETION OF 2 YEARS STUDIES IN COLLEGE
 Experience: 1 YEAR OF RELEVANT EXPERIENCE
 Training: 4 HOURS IF RELEVANT TRAINING
 Eligibility: Career Service (Sub Professional) First Level Eligibility

Application Code	Education	Experience	QUALIFICATION STANDARD		Eligibility	REMARKS
			Training			
1 2024-ADAS3-SEC-001	BSBA, MPA	*ADA-IV 07/01/20-10/02/22 (DEPED OZAMIZ) *ADA-VI 10/03/23-PRESENT (DEPED OZAMIZ)	*IPOWER 09/28-29/23 *THE EFFECTIVE APPROACH OF ORGANIZING FILES & RECORDS IN GOVT. OFFICE 03/23-25/22 *INDUCTION PROGRAM FOR NEWLY-HIRED PERSONNEL 01/26-28/21 *ORIENTATION-SEMINAR FOR SCHOOL HEADS & OTHER SCHOOL LEADERS 05/18/23 *2022 YEAR END PERFORMANCE REVIEW & EVALUATION OF DIV. OFFICE PERSONNEL 12/21-23/22 *PERFORMANCE TARGET SETTING/ACTIVITY PLANNING FOR THE 1ST QTR CY 2023 12/27-29/22		CS-BRGY OFFICIAL	QUALIFIED
2 2024-ADAS3-SEC-002	BSBA-MKTG MANAGEMENT	*SALES ASSISTANT 01/2014-08/2020 (AMANDECO GEN. SERVICES CORP.) *SERVICE CREW 01/31/2011-06/30/2011 (JOLLIBEE OZAMIZ) *CLASSROOM INSTRUCTOR 07/28/2020-01/31/2024 (TL MABUHAY DRIVING LESSON ACADEMY INC.)	*4HRS THE SUPERVISOR'S GUIDE TO PERFORMANCE COACHING 01/29/2024 (CSC) *MANAGING EMPLOYEE'S WORK-RELATED STRESSORS & REDUCING THEM TO PRANICHEALING 09/23/2023 (NUEVA ECJIA UNIVERSITY) *FROM BRAIN TO BASKET: EXPLORING PSYCHOLOGY BEHIND CONSUMER CHOICES 09/11/2023 *BUILDING STRONGER COMMUNITIES THROUGH HEALTH & SAFETY EDUCATION 09/10/2023 *GENERATIVE AI UNLEASHING CREATIVITY 09/22/2023 *DEXCELL SEASON 2 "SECURING SMART CONTRACTS: A COMPREHENSIVE STUDY OF BLOCKCHAIN SECURITY RISK" 12/02/2023 *DEVELOPING PERSONAL FINANCIAL MANAGEMENT SKILLS 07/17/2021 *NC II AUTOMOTIVE SERVICING 11/09/2021 *NC II DRIVING 02/05/2022		CS-PROF	QUALIFIED
3 2024-ADAS3-SEC-004	BSED-TLE	*UTILITY WORKER 02/25/2021-09/30/2023 (DBP SERVICE CORP.) *CASHIER 09/28/2015-05/31/2018+E20:E328(PHIL. ARCHIPELAGO PORTS & TERMINAL SERVICES, INC.)	*2020 IN-SET FOR JHS TEACHERS 10/5-7/2020 (DEPED PEAC) *ORIENTATION OF FVT & PPMO STAFF & ENHANCEMENT TRAINING 09/28-29 AND 10/2-3/2023 (DAR) *SOFTWARE OPERATIONS 05/17/2014 (NATL INSTITUTE FOR TECHNICAL EXCELLENCE INC) *TEACH BEYOND THE BOX 02/29/2020 (PHOENIX)		LET	QUALIFIED
4 2024-ADAS3-SEC-005	BSED	BRGY SECRETARY- 07/01/2018-06/30/2021 (BRGY PARIDI KALIMODAN)	*40HRS STENOGRAPHY		LET	QUALIFIED
5 2024-ADAS3-SEC-006	BSC-BUS. AD	ADA VI- 10/03/2022- PRESENT	*WORKSHOP ON THE REFINEMENT OF THE NLC LESSON EXEMPLARS & SLIDE DECKS IN ENGLISH, SCIENCE & MATHEMATICS 03/13-15/24 *ONE-DAY CONFERENCE W/ SCHOOLS DIVISION OFFICES' BAC SECRETARIAT HEAD OR REPRESENTATIVE & INSPECTORATE TEAM MEMBER ON PROCUREMENT CONCERNS 11/17/23 *INTERNATIONAL SEMINAR WORKSHOP ON CONTINUOUS BUILDING OF COMPETENCE FOR NON-TEACHING PERSONNEL 03/18,19, 25/2023		CS-PROF	QUALIFIED
6 2024-ADAS3-SEC-007	BSED-MAPEH,	*TELLER 04/25/2023- PRESENT (PRIME WATER-DABA-DABA MAN POWER SERVICES)	*INTRODUCTION TO CSS 02/21/2024 (TESDA)		LET	QUALIFIED
7 2024-ADAS3-SEC-008	BSCS, MPA	*UTILITY WORKER 02/25/2021-09/30/2023 (DBP SERVICE CORP.) *CASHIER 09/28/2015-05/31/2018 (PHIL. ARCHIPELAGO PORTS & TERMINAL SERVICES, INC.) *TERMINAL SUPERVISOR 06/01/2018-05/21/2021 (PHIL. ARCHIPELAGO PORTS & TERMINAL SERVICES, INC.)	*4HRS E-LEARNING MODULE: MENTAL WELL-BEING & PRODUCTIVITY IN WORKPLACE 02/1-23/2024 (PPA) *4HRS E-LEARNING MODULE: COMPLETE STAFF WORK (COS PERSONNEL) 11/20-24/2023 *4HRS E-LEARNING MODULE: TECHNICAL WRITING (COS PERSONNEL) 11/20-24/2023 *KNOW YOUR MONEY 07/20/2023 (BSP) *SALES TRAINING 08/7, 14 & 28/2020 (ARCHIPELAGO) *CUSTOMER SERVICE EXCELLENCE 05/27/2019 (PHIL. ARCHIPELAGO) *VIRTUAL COMMUNICATION TRAINING 08/19/2020 (ARCHIPELAGO)		CS-PROF	QUALIFIED
8 2024-ADAS3-SEC-009	BS ACCTG TECHNOLOGY, 24 UNITS MPA	ACCTNG SECION TECHNICAL STAFF 02/14/2022-PRESENT *AUDIT STAFF 10/09/2019-03/03/2021 (SMCT)	*8 HRS DEVELOPMENT FACILITATOR SEMINAR ON CDA GUIDELINES & DIRECTIVES 01/29/2024 (DAR) *24 HRS ORIENTATION/TRAINING & IMPLEMENTATION OF SUPPLIES & INFORMATION & COMMUNICATIONS TECHNOLOGY INVENTORY SYSTEM 8/24-26/2022 (DAR)		CS-SUB PROF	QUALIFIED
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Prepared by:

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 Administrative Assistant III

Certified Correct:

ADDA LIZA J. SAQUIN
 AO-IV/PERSONNEL

Noted by:

DIONASIO J. LIWAGON JR., CESE
 Assistant Schools Division Superintendent
 Chairman, HRMP SB




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO

SELECTION LINE UP

Vacant Position: **ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICE II)**
Item No. : **OSEC-DECSB-ADAS2-660188-2017**
Education **COMPLETION OF 2 YEARS STUDIES IN COLLEGE**
Experience **1 YEAR OF RELEVANT EXPERIENCE**
Training **4 HOURS OF RELEVANT TRAINING**
Eligibility **Career Service (Sub Professional) First Level Eligibility**

		QUALIFICATION STANDARD				
		Education	Experience	Training	Eligibility	REMARKS
1	2024-ADAS2-DOII-2001	BSBA HRDM	ADAS II 8 YEARS	SEMINAR WORKSHOP ON INVENTORY MANAGEMENT AND BANK RECONCILIATION	CSP	QUALIFIED
2	2024-ADAS2-DOII-2002	BSC MANAGEMENT ACCOUNTING	BLU Head 2009 to present	LOAN PACKAGING AND MORE	CSP	QUALIFIED
3	2024-ADAS2-DOII-2003	BSC MANAGEMENT ACCOUNTING	ACCOUNT OFFICER 11 YEARS	CREDIT AND COLLECTION MANAGEMENT SEMINAR	CSP	QUALIFIED
4	2024-ADAS2-DOII-2004	BS ACCOUNTING MANAGEMENT	AREA SUPERVISOR 13 YEARS	BOOKKEEPING WITH QUICKBOOKS ONLINE	RA 1080 LET	QUALIFIED
5	2024-ADAS2-DOII-2005	BS COMP SCI	LOANS SPECIALIST/ ACCOUNTING AND ADMIN AIDE 10 YEARS	IPOWER, BUSINESS CONTINUITY MANAGEMENT SEMINAR	CSP	QUALIFIED
6	2024-ADAS2-DOII-2006	BS MARKETING MANAGEMENT	BRANCH ACCOUNT SPECIALIST 5 YEARS	ANTI-MONEY LAUNDERING ACT TRAINING	CSSP	QUALIFIED
7	2024-ADAS2-DOII-2007	BSBA MAJOR IN FINANCIAL MANAGEMENT	CREDIT INVESTIGATOR/APPRaiser 1 YEAR	COLLATERAL APPRAISAL	CSP	QUALIFIED
8	2024-ADAS2-DOII-2008	BS MANAGEMENT ACCOUNTING	BANK BOOKKEEPER 10 YEARS	AMLA	CSP	QUALIFIED
9	2024-ADAS2-DOII-2009	BSBA	INTERNAL AUDITOR 10 YEARS	FINANCE TECHNICAL SESSION	CSP	QUALIFIED
10	2024-ADAS2-DOII-2010	BSBA OPERATIONS MANAGEMENT	SECTION SUPERVISOR 5 YEARS	COPUTER OPERATIONS; BBANA	RA 1080 LET	QUALIFIED
11	2024-ADAS2-DOII-2011	BS MARKETING MANAGEMENT	BRGY TREASURER 4 YEARS	CUSTOMIZED BARANGAY FINANCIAL MANAGEMENT SEMINAR/WORKSHOP	CSP	QUALIFIED
12	2024-ADAS2-DOII-2012	AB PSYCHOLOGY	SALES ASSOCIATE 4.5 YEARS	RETAIL AND SERVICE SECTOR MERCHANDISING AND VISUAL MERCHANDISING	CSP	QUALIFIED
13	2024-ADAS2-DOII-2013	BSA, BSED	*BOOKKEEPER 01/04/2021-PRESENT (CARMEL PF ST. JOHN OF THE CROSS)	*ACCOUNTING ENGAGE 2021: SCALING THE NEW HEIGHTS 03/20/2021 (KASAKA) *7 EDUCATIONAL HRS -SOCIAL MEDIA MANAGEMENT & VIRTUAL ASSISTANT 02/04/2023 *21HRS THEORETICAL ASPECT OF TAXATION & TAX PRACTICE	LET	QUALIFIED
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Prepared by:


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Administrative Assistant III

Certified Correct:


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AO-IV/PERSONNEL

Noted by:


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Assistant Schools Division Superintendent
Chairman, HRMPSB