



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

5 June 2024

DIVISIONAL MEMORANDUM

No. *168* , s. 2024

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

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 (Senior Bookkeeper), Administrative Assistant II (Disbursing Officer) and Administrative Assistant (Administrative Assistant) 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 II & III
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 (SENIOR BOOKKEEPER)
 Item No. : OSEC-DECSB-ADAS3-660076-2018
 Education: Completion of 2 years studies in college
 Experience: 1 year of relevant experience
 Training: 4 hours of relevant Training
 Eligibility: Career Service (SubProfessional) First Level Eligibility

QUALIFICATION STANDARD						
	Application Code	Education	Experience	Training	Eligibility	REMARKS
1	2024-ADAS3-SRB-001	BSBA HRDM	ADAS II 8 YEARS	SEMINAR WORKSHOP ON INVENTORY MANAGEMENT AND BANK RECONCILIATION	CSP	QUALIFIED
2	2024-ADAS3-SRB-002	BSC MANAGEMENT ACCOUNTING	BLU Head 2009 to present	LOAN PACKAGING AND MORE	CSP	QUALIFIED
3	2024-ADAS3-SRB-003	BSC MANAGEMENT ACCOUNTING	ACCOUNT OFFICER 11 YEARS	CREDIT AND COLLECTION MANAGEMENT SEMINAR	CSP	QUALIFIED
4	2024-ADAS3-SRB-004	BS ACCOUNTING MANAGEMENT	AREA SUPERVISOR 13 YEARS	BOOKEEPING WITH QUICKBOOKS ONLINE	RA 1080 LET	QUALIFIED
5	2024-ADAS3-SRB-005	BS COMP SCI	LOANS SPECIALIST/ ACCOUNTING AND ADMIN AIDE 10 YEARS	IPOWER, BUSINESS CONTINUITY MANAGEMENT SEMINAR	CSP	QUALIFIED
6	2024-ADAS3-SRB-006	BSBA MAJOR IN FINANCIAL MANAGEMENT	BRGY TREASURER 6 YEARS	BUDGET OPERATIONS MANUAL FOR BARANGAYS	CS BRGY ELIGIBILITY	QUALIFIED
7	2024-ADAS3-SRB-007	BS MANAGEMENT ACCOUNTING	BANK BOOKEEPER 10 YEARS	AMLA	CSP	QUALIFIED
8	2024-ADAS3-SRB-008	BSBA	INTERNAL AUDITOR 10 YEARS	FINANCE TECHNICAL SESSION	CSP	QUALIFIED
9	2024-ADAS3-SRB-009	BS ACCOUNTING MANAGEMENT	JO IN ADMINISTRATIVE SECTION 10 YEARS	STAFF DEVELOPMENT ON LOAN PROCEDURES	CSSP	QUALIFIED
10	2024-ADAS3-SRB-010	BSBA MAJOR IN FINANCIAL MANAGEMENT	ADAS I 4 YEARS	YEAR END RECON FY 2020 FINANCIAL REPORTS	CSP	QUALIFIED
11	2024-ADAS3-SRB-011	AB PSYCHOLOGY	SALES ASSOCIATE 4.5 YEARS	RETAIL AND SERVICE SECTOR MERCHANDISING AND VISUAL MERCHANDISING	CSP	QUALIFIED
12	2024-ADAS3-SRB-012	BSBA	ADAS II 5 YEARS	SEMINAR ON PPSAS FOR LGUS	CSP	QUALIFIED
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Prepared by:

DINALYN A. RAMAYRAT
 ADAS III

Certified Correct:

ADDA LIZA J. SAQUIN
 AO-IV/PERSONNEL

Noted:

DIONESIO L. LIWAGON JR. CESE
 Assistant Schools Division Superintendent
 Chairman, HRMP SB



Republic of the Philippines
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 REGION X – NORTHERN MINDANAO

SELECTION LINE UP

Vacant Position: **ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)**
 Item No. : **OSEC-DECSB-ADAS2-660193-2017**
 Education **Completion of 2 years studies in college**
 Experience **1 year of relevant experience**
 Training **4 hours of relevant Training**
 Eligibility **Career Service (SubProfessional) First Level Eligibility**

QUALIFICATION STANDARD						
	Name	Application Code	Education	Experience	Training	Eligibility
1	2024-ADAS2-DOII-001	BSBA HRDM	ADAS II 8 YEARS	SEMINAR WORKSHOP ON INVENTORY MANAGEMENT AND BANK RECONCILIATION	CSP	QUALIFIED
2	2024-ADAS2-DOII-002	BSC MANAGEMENT ACCOUNTING	BLU Head 2009 to present	LOAN PACKAGING AND MORE	CSP	QUALIFIED
3	2024-ADAS2-DOII-003	BSC MANAGEMENT ACCOUNTING	ACCOUNT OFFICER 11 YEARS	CREDIT AND COLLECTION MANAGEMENT SEMINAR	CSP	QUALIFIED
4	2024-ADAS2-DOII-004	BS ACCOUNTING MANAGEMENT	AREA SUPERVISOR 13 YEARS	BOOKKEEPING WITH QUICKBOOKS ONLINE	RA 1080 LET	QUALIFIED
5	2024-ADAS2-DOII-005	BS COMP SCI	LOANS SPECIALIST/ ACCOUNTING AND ADMIN AIDE 10 YEARS	IPOWER, BUSINESS CONTINUITY MANAGEMENT SEMINAR	CSP	QUALIFIED
6	2024-ADAS2-DOII-006	BS MARKETING MANAGEMENT	BRANCH ACCOUNT SPECIALIST 5 YEARS	ANTI-MONEY LAUNDERING ACT TRAINING	CSSP	QUALIFIED
7	2024-ADAS2-DOII-007	BSBA MAJOR IN FINANCIAL MANAGEMENT	CREDIT INVESTIGATOR/A PPRaiser 1 YEAR	COLLATERAL APPRAISAL	CSP	QUALIFIED
8	2024-ADAS2-DOII-008	BS MANAGEMENT ACCOUNTING	BANK BOOKEEPER 10 YEARS	AML A	CSP	QUALIFIED
9	2024-ADAS2-DOII-009	BSBA	INTERNAL AUDITOR 10 YEARS	FINANCE TECHNICAL SESSION	CSP	QUALIFIED
10	2024-ADAS2-DOII-010	BSBA OPERATIONS MANAGEMENT	SECTION SUPERVISOR 5 YEARS	COPIER OPERATIONS; BBANA	RA 1080 LET	QUALIFIED
11	2024-ADAS2-DOII-011	BS MARKETING MANAGEMENT	BRGY TREASURER 4 YEARS	CUSTOMIZED BARANGAY FINANCIAL MANAGEMENT SEMINAR/WORKSHOP	CSP	QUALIFIED
12	2024-ADAS2-DOII-012	AB PSYCHOLOGY	SALES ASSOCIATE 4.5 YEARS	RETAIL AND SERVICE SECTOR MERCHANDISING AND VISUAL MERCHANDISING	CSP	QUALIFIED
	XXXXX					

Prepared by:

DINA LYN A. RAMAYRAT
 ADAS III

Certified Correct:

ADDA LIZA J. SAQUIN
 AO-IV/PERSONNEL

Noted:

DIONESIO L. LIRWAGON JR. CESE
 Assistant Schools Division Superintendent
 Chairman, HRMPSB



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

SELECTION LINE UP

Vacant Position: **ADMINISTRATIVE ASSISTANT II (ADMINISTRATIVE ASSISTANT)**
 Item No. : OSEC-DECSB-ADAS2-660325-2016; OSEC-DECSB-ADAS2-660326-2016
 Education: Completion of 2 years studies in college
 Experience: 1 year of relevant experience
 Training: 4 hours of relevant Training
 Eligibility: Career Service (SubProfessional) First Level Eligibility


QUALIFICATION STANDARD						
	Application Code	Education	Experience	Training	Eligibility	REMARKS
1	2024-ADAS2-ADAS-001	BSBA HRDM	ADAS II 8 YEARS	SEMINAR WORKSHOP ON INVENTORY MANAGEMENT AND BANK RECONCILIATION	CSP	QUALIFIED
2	2024-ADAS2-ADAS-002	BSC MANAGEMENT ACCOUNTING	BLU Head 2009 to present	LOAN PACKAGING AND MORE	CSP	QUALIFIED
3	2024-ADAS2-ADAS-003	BS ACCOUNTING MANAGEMENT	AREA SUPERVISOR 13 YEARS	INTERNATIONAL LEADERSHIP TRAINING IN THE DIGITAL WORKPLACE	RA 1080 LET	QUALIFIED
4	2024-ADAS2-ADAS-004	BSBA MAJOR IN FINANCIAL MANAGEMENT	ADMINISTRATIVE ASSISTANT 2 YEARS	THINK AND GROW RICH: FINANCIAL LITERACY	CSP	QUALIFIED
5	2024-ADAS2-ADAS-005	BS ACCOUNTING TECHNOLOGY	ACCOUNTING ASSISTANT 3 YEARS	SOCIAL MEDIA MANAGEMENT	CSP	QUALIFIED
6	2024-ADAS2-ADAS-006	BS PUBLIC ADMINISTRATION	ADA IV 2021 TO PRESENT	VAW DESK OPERATION AND MANAGEMENT TRAINING	RA 1080 LET	QUALIFIED
7	2024-ADAS2-ADAS-007	BSA	PDO/ADA VI-7 YEARS	SOCIAL MARKETING, COMMUNICATION SKILLS AND BASIC PHOTOGRAPHY TRAINING	CSP	QUALIFIED
8	2024-ADAS2-ADAS-008	BSBA HRDM; MPA	OFFICE STAFF 7 YEARS	MANAGING YOUR PERSONAL FINANCES	RA 1080 LET	QUALIFIED
9	2024-ADAS2-ADAS-009	BS COMP SCI	LOANS SPECIALIST/ ACCOUNTING AND ADMIN AIDE 10 YEARS	IPOWER, BUSINESS CONTINUITY MANAGEMENT SEMINAR	CSP	QUALIFIED
10	2024-ADAS2-ADAS-010	BS MARKETING MANAGEMENT	ASSISTANT BRANCH MANAGER 9.5 YEARS	INTERNATIONAL SEMINAR ON LEADERSHIP AND OFFICE ADMINISTRATION	RA 1080 LET	QUALIFIED
11	2024-ADAS2-ADAS-011	BSBA;MPA	ADMINISTRATIVE ASSISTANT 4 YEARS	WEBINAR ON HUMAN RESOURCE POLICIES NAD PROCEDURES	CSSP	QUALIFIED
12	2024-ADAS2-ADAS-012	BS MARKETING MANAGEMENT	BRANCH ACCOUNT SPECIALIST 5 YEARS	INTERNATIONAL LEADERSHIP TRAINING IN THE DIGITAL WORKPLACE	CSSP	QUALIFIED
13	2024-ADAS2-ADAS-013	BSBA MAJOR IN FINANCIAL MANAGEMENT	CREDIT INVESTIGATOR/APPR AISER 1 YEAR	COLLATERAL APPRAISAL	CSP	QUALIFIED
14	2024-ADAS2-ADAS-014	BSBA MAJOR IN FINANCIAL MANAGEMENT	FRONT LINE ASSOCIATE 3 YEARS	FINANCIAL LITERACY	CSP	QUALIFIED
15	2024-ADAS2-ADAS-015	BSBA MAJOR IN FINANCIAL MANAGEMENT	BRGY TREASURER 6 YEARS	BUDGET OPERATIONS MANUAL FOR BARANGAYS	CS BRGY ELIGIBILITY	QUALIFIED
16	2024-ADAS2-ADAS-016	BS MARKETING MANAGEMENT	SALES ASSISTANT 6.8 YEARS	DEVELOPING PERSONAL FINANCIAL MANAGEMENT SKILLS	CSP	QUALIFIED
17	2024-ADAS2-ADAS-017	BSBA MAJOR IN FINANCIAL MANAGEMENT	COLLECTION SUPERVISOR AT SREMC FROM 2019 TO 2023	STRATEGIC; THINKING AND PLANNING	RA 1080 LET	QUALIFIED
18	2024-ADAS2-ADAS-018	BS IS	DATA PROCESS SUPPORT 6 YEARS	RECORDS MANAGEMENT AND SECURITY SENSITIVITY CLASSIFICATION	CSP	QUALIFIED
19	2024-ADAS2-ADAS-019	BSBA	INTERNAL AUDITOR 10 YEARS	FINANCE TECHNICAL SESSION	CSP	QUALIFIED
20	2024-ADAS2-ADAS-020	BSED	RESTAURANT MANAGER 7 YEARS	PARTICIPATING IN WORKPLACE COMMUNICATION	RA 1080 LET	QUALIFIED

21	2024-ADAS2-ADAS-021	BSBA OPERATIONS MANAGEMENT	SECTION SUPERVISOR 5 YEARS	COMPUTER OPERATIONS; BBANA	RA 1080 LET	QUALIFIED
22	2024-ADAS2-ADAS-022	BSC MAJOR IN MANAGEMENT ACCOUNTING	SECRETARY/ PURCHASING OFFICER 2010 TO 2020	EMAIL WRITING AND ETIQUETTE	RA 1080 LET	QUALIFIED
23	2024-ADAS2-ADAS-023	BSBA	UNIT SECRETARY/ INSURANCE STAFF 5 YEARS	LIFE AND VARIABLE INSURANCE SELLING, SUN LIFE TRAINING COURSE	CSP	QUALIFIED
24	2024-ADAS2-ADAS-024	BS OFFICE MANAGEMENT	CLERK/SUPPORT PERSONNEL 8 YEARS	M1: CAREER DEVELOPMENT	RA 1080 LET	QUALIFIED
25	2024-ADAS2-ADAS-025	BEED	SHIFT MANAGER 3 YEARS	TEAM EFFECTIVENESS	RA 1080 LET	QUALIFIED
26	2024-ADAS2-ADAS-026	BS PUBLIC ADMINISTRATION	HR VOLUNTEER/MEL OFFICER - 1.8 YEARS	MEL 101: FUNDAMENTALS OF PROJECT MONITORING, EVALUATION AND LEARNING WORKSHOP	RA 1080 LET	QUALIFIED
27	2024-ADAS2-ADAS-027	BS ACCOUNTING MANAGEMENT	JO IN ADMINISTRATIVE SECTION 10 YEARS	STAFF DEVELOPMENT ON LOAN PROCEDURES	CSSP	QUALIFIED
28	2024-ADAS2-ADAS-028	BS CUSTOMS ADMINISTRATION	SALES OFFICER/ 2 YRS & 6 MOS.	EFFECTIVE CONTRACT TRACING DATA MANAGEMENT AND ANALYSIS	CSP	QUALIFIED
29	2024-ADAS2-ADAS-029	BSIT	BRGY SECRETARY 3.6 YEARS	SKILLS ENHANCEMENT TRAINING OF BRGY OFFICIALS	CSP	QUALIFIED
30	2024-ADAS2-ADAS-030	AB PSYCHOLOGY	SALES ASSOCIATE 4.5 YEARS	RETAIL AND SERVICE SECTOR MERCHANDISING AND VISUAL MERCHANDISING	CSP	QUALIFIED
31	2024-ADAS2-ADAS-031	BSACT	ASSISTANT FACTORY OUTLET IN CHARGE - 2 YEARS	MICROSOFT DIGITAL LITERACY	CSP	QUALIFIED
32	2024-ADAS2-ADAS-032	BA POLSC	ADAS/EXECUTIVE ASSISTANT 1 YEAR	PUBLIC SERVICE VALUES PROGRAM FOR NON SUPERVISORS	CSSP	QUALIFIED
	XXXXX					


Prepared by:


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 ADAS III

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