



Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS  
 DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
 Superintendent**

DIVISION MEMORANDUM  
 NO. 905, s. 2025

December 12, 2025

**ACCEPTANCE OF APPLICATIONS FOR ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER), ADMINISTRATIVE ASSISTANT III AND ADMINISTRATIVE ASSISTANT II**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Section and Unit Heads  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. This Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB), announces the acceptance of applications for various positions.
2. For the guidance of all interested applicants, below is the Minimum Qualification Standards for the said vacant positions pursuant to Civil Service Commission.

Position Title (Parentetical Title, if applicable)	SG	Minimum Qualification Standards (QS)				Place of Assignment
		<i>(As prescribed by the Civil Service Commission)</i>				
		Education	Training	Experience	Eligibility	
Administrative Assistant III (Senior Bookkeeper)	9	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional) First Level Eligibility	<ul style="list-style-type: none"> <li>• Dr. Cecilio Putong National High School</li> <li>• Tagbilaran City Science High School</li> </ul>



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Position Title (Parenthetical Title, if applicable)	SG	Minimum Qualification Standards (QS)				Place of Assignment
		<i>(As prescribed by the Civil Service Commission)</i>				
		Education	Training	Experience	Eligibility	
Administrative Assistant III	9	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional) First Level Eligibility	OSDS
Administrative Assistant II	8	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional) First Level Eligibility	Manga National High School

3. All interested applicants whether internal or external to DepEd, shall submit the following requirements needed for evaluation:

- a. Letter of intent addressed to the Schools Division Superintendent;
- b. Duly accomplished updated Personal Data Sheet (PDS) / CS Form 212, Revised 2025 with Work Experience Sheet, if applicable;
- c. Photocopy of valid PRC License / ID, if applicable;
- d. Photocopy of Certificate of Eligibility / Rating, if applicable;
- e. Photocopy of scholastic / academic record, such as but not limited to Transcript of Records (TOR) and Diploma including completion of graduate and post-graduate units / degrees, if applicable;
- f. Photocopy of Certificates of Training, if applicable;
- g. Photocopy of Certificates of Employment, Contract of Service, or duly signed Service Record, whichever is / are applicable;
- h. Photocopy of latest Appointment, if applicable;
- i. Photocopy of Performance Ratings in the last rating period(s), covering one (1) year performance in the current / latest position prior to the deadline of submission, if applicable;
- j. Checklist of Requirements and Omnibus Certification / Waiver (No longer required to be notarized)

4. Please see **Annex C** – Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV).



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5. Applicants must submit the pertinent documents arranged and fastened in a white folder to the **Records Section of the Division Office**. Deadline for submission of application documents is **December 29, 2025**. No additional documents shall be accepted after the deadline.
6. For additional information on the hiring guidelines, kindly refer to DepEd Order No. 007, s. 2023 titled "Guidelines on Recruitment, Selection, and Appointment in the Department of Education."
7. Other schedules related to the Selection Process will be issued in a separate memorandum.
8. This selection welcomes and gives equal employment opportunities to all. No applicants shall be discriminated against and/or denied access to opportunities for suitable employment.
9. For your information, guidance, and compliance.

  
**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent 

WDB/OSDS/JAAL/joi



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**CHECKLIST OF REQUIREMENTS**

Annex C

Name of Applicant: \_\_\_\_\_  
 Position Applied For: \_\_\_\_\_  
 Office: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Religion: \_\_\_\_\_  
 Ethnicity: \_\_\_\_\_  
 Person with Disability: Yes ( ) No ( )  
 Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HR Office/ Subcommittee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item No. 9 is not relevant to the position to be filled			
k. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
l. Checklist of Requirements and Omnibus Certification/Waiver (Annex C)			
m. Other documents as may be required			

**OMNIBUS SWORN STATEMENT**

**CERTIFICATION ON AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

**DATA PRIVACY CONSENT**

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

Attested:

\_\_\_\_\_   
 Human Resource (HR) Office / Subcommittee

\_\_\_\_\_  
 Name and Signature of Applicant

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.



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