



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

**Office of the Schools Division
Superintendent**

August 4, 2026

DIVISION MEMORANDUM
No. 615, s. 2026

**ACCEPTANCE OF APPLICATION FOR THE POSITION OF ADMINISTRATIVE
ASSISTANT III (SENIOR BOOKKEEPER)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Administrative Officer V
Elementary and Secondary School Heads
Applicants
All Other Concerned

1. This Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB), announces the acceptance of application for the position of Administrative Assistant III (Senior Bookkeeper).
2. For the guidance of the applicants, below is the minimum Qualification Standards (QS) for the said vacant position pursuant to Civil Service Commission.

Position Title (Parenthetical Title, if applicable)	SG	Minimum Qualification Standards (QS) (As prescribed by the Civil Service Commission)			
		Education	Experience	Training	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)	1 year of relevant experience	4 hours of relevant training	Career Service (Sub- Professional) First Level Eligibility

3. All interested applicants shall submit the following requirements enclosed in a **blue folder** to the **Records Office on or before August 14, 2026**.
 - a. Letter of Intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;



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- b. Duly accomplished updated Personal Data Sheet (PDS) / CS Form 212, **Revised 2025 with Work Experience Sheet**;
 - 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 applicable;
 - 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 required Performance Rating 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 Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 also known as Data Privacy Act of 2012, using the enclosed form (Annex C-1), notarized by authorized official and;
 - k. Other documents that are deemed necessary in support of the claims in any of the criterion for the said vacant position;
4. Please see **Annex C –1** Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV).
5. 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.
6. Wide dissemination of this Memorandum is desired. For information, guidance, and compliance.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/HRMPSB/JAAL/amco

CHECKLIST OF REQUIREMENTS

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

Application Code:

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) 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;			
g. Photocopy of duly signed Service Record or Certificate of Employment, whichever is applicable			
h. Photocopy of Latest Appointment (for those applying for promotion)			
i. Photocopy of the required Performance Rating 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, CAV, Data Privacy Consent Form			
k. Other documents that are deemed necessary in support of the claims in any of the criterion for the said vacant position;			

OMNIBUS SWORN STATEMENT**CERTIFICATION OF 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.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and whenever 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.