



Republic of the Philippines
Department of Education
 REGION VIII
 SCHOOLS DIVISION OF CALBAYOG CITY

September 23, 2022

DIVISION MEMORANDUM

No. 386 s. 2022

**RANKING FOR PROMOTION TO REGISTRAR I, SENIOR BOOKKEEPER
 AND ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER II)
 POSITIONS**

TO: Division Chiefs/Section/Unit Heads
 Education Program Supervisors
 Public Schools District Supervisors
 School Heads of Public Elementary and Secondary Schools
 All Concerned Applicants

1. This Office hereby informs all interested applicants that there will be Ranking for Promotion to Registrar I, Senior Bookkeeper and Administrative Assistant II (Disbursing Officer II) positions.
2. Applicants are required to submit the authenticated copies of the following documents (properly fastened in a folder **with tabbing** on the side for Performance Rating, Experience, Outstanding Accomplishments, Education & Training, and properly labelled with applicant's name, present position/designation, and the position being applied for) on or before **October 6, 2022, to wit:**

POSITION	DOCUMENTS
Registrar I, Senior Bookkeeper, and Administrative Assistant II (Disbursing Officer II)	1. Letter of Intent
	2. Form 212 (Personal Data Sheet) with work experience sheet
	3. Valid PRC Professional License/Cert of Eligibility
	4. Certificate of Rating (PBET/LET) (if any)
	5. Performance Rating for the last 3 rating period
	6. Updated Service Record or Certificate of Employment with duties and function
	7. Latest CSC Form 33 (Latest Appointment), if any
	8. Documents for Outstanding Accomplishments
	9. Transcript of Records for baccalaureate and/or Graduate/Post-Graduate Degree
	10. Certificate of Relevant Training/Seminars Attended
	11. Omnibus Sworn Statement duly signed by the applicant and subscribed by a public notary

3. To qualify for the positions, applicants should meet the following qualification standards, per CSC 1997 Qualification Standards:

POSITION	CRITERIA	QUALIFICATION STANDARDS
A. Registrar I	Education	Bachelor's degree
	Experience	None Required
	Training	None Required
	Eligibility	Career Service (Professional) Second level Eligibility
B. Senior Bookkeeper	Education	Completion of two (2) years studies in college
	Experience	one (1) year of relevant experience
	Training	Four (4) hrs. of relevant training

	Eligibility	Career Service Sub-professional/ 1st level eligibility
C. ADMINISTRATIVE ASSISTANT II (CLERK IV)	Education	Completion of two (2) years studies in college
	Experience	one (1) year of relevant experience
	Training	Four (4) hrs. of relevant training
	Eligibility	Career Service Sub-professional/ 1st level eligibility

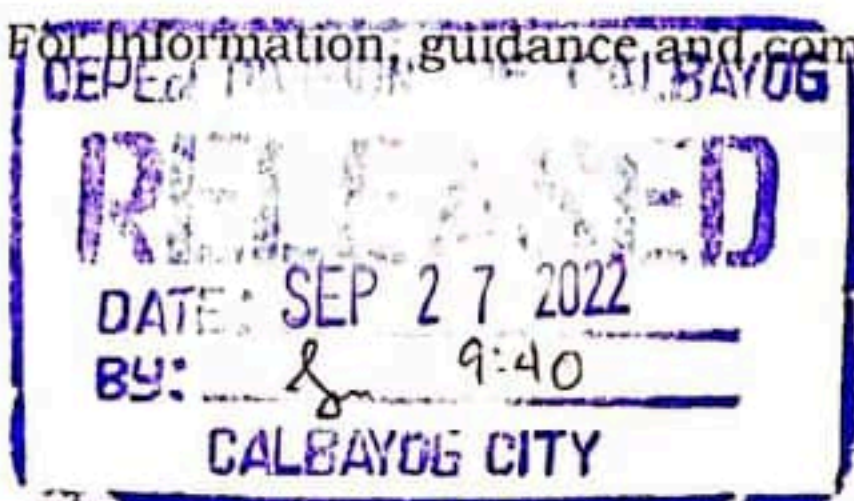
4. The Interview & confirmation of points shall be done on the following dates:

POSITION	DATES	VENUE
Registrar I	October 10, 2022 – 9am	Division Office Conference Hall
Senior Bookkeeper	October 10, 2022– 2pm	
Administrative Assistant II (Disbursing Officer II)		

- All qualified applicants including Persons with Disability (PWD), Indigenous People (IP) and Sexual Orientation and Gender Identity (SOGI) are encouraged to apply. PWD may request in advance for assistance needed during the interview process.
- A conference for Human Resource Merit Promotion and Selection Board (HRMPSB) Members will be held on October 7, 2022, 9:00 o'clock in the morning at DepEd Conference Hall.
- Deliberation of the results will be on October 10, 2022, 9:00 o'clock in the morning at DepEd Conference Hall.
- Timeline of the evaluation process:

Activity	Schedule
Initial evaluation on the minimum requirement	September 27 – October 7, 2022
Perusal of Documents by committees	October 7, 2022
Posting of Qualified applicants for interview	October 7, 2022
Interview & Confirmation of points	October 10, 2022
Deliberation	October 10, 2022
Finalization and posting of the Rank List	October 11, 2022

- Participants to this activity are reminded to wear face masks and observe health protocols and standards set by the IATF and DOH.
- The expenses of this activity (HRMPSB lunch and snacks) shall be charged against the local funds subject to the usual accounting and auditing rules and regulations.
- For information, guidance and compliance of those concerned.



[Signature]
THELMA CABADSAN-QUITALIG PhD, CESO V
 Schools Division Superintendent

Enclosures: None

Reference: DO 42, s. 2007, DO 66, s.2007, DO 19, s. 2016, DO 29, s. 2002, DO 39, s. 2007, MEC Order No. 10, s. 1979, 1996 DepEd QS duly approved by CSC on June 19, 1996, 1995 DECS QS Manual for Unique Positions, 1997 QS

To be indicated in the Perpetual Index under the following subjects:

Appointments
Registrar I
Senior Bookkeeper
Administrative Assistant II (Disbursing Officer II)



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