



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA O DEL NORTE



February 19, 2026

DIVISION MEMORANDUM

No. 112 s. 2026


CALL FOR APPLICATIONS FOR ADMINISTRATIVE ASSISTANT III (SENIOR BOOKKEEPER) IN ELEMENTARY

To: Assistant Schools Division Superintendent
Chiefs of Functional Divisions
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. This office calls for the submission of applications for **Administrative Assistant III (Senior Bookkeeper)**. The assessment shall abide with the guidelines, procedures, and criteria of *DepEd Order No. 007, s. 2023*, otherwise known as "*Guidelines on the Recruitment, Selection, and Appointment in the Department of Education*".

All applicants and personnel concerned are directed to refer to **Attachment A: Detailed Hiring Guidelines and Application Procedures** for information regarding the Qualification Standards, key timelines, required documents and submission instructions.

2. For guidance of all concerned, immediate dissemination of this Memorandum is hereby directed.


EDWIN B. MARIBOJOC, CESO V
Schools Division Superintendent



Address: Pigcarangan, Tubod, Lanao del Norte
Telephone No.: [063] 341-51-09
Email Address: Lanao.norte@depd.gov.ph
Website: <https://depdldn.com>



Republic of the Philippines
Department of Education
 REGION X
 SCHOOLS DIVISION OF LANAOS DEL NORTE

Attachment A

Detailed Hiring Guidelines and Application Procedures

BUREAU/SERVICE:	Division of Lanao del Norte	
DIVISION/UNIT:	Accounting	
REPORTS TO	Accountant III	
POSITION PROFILE		
Position: Administrative Assistant III (Senior Bookkeeper) Non-Teaching	Salary Grade: 9-1	
Item No.:		
JOB SUMMARY		
Responsible for the systematic recording of financial transactions, the maintenance of books of accounts (General and Subsidiary Ledgers), and the preparation of timely financial reports.		
MINIMUM QUALIFICATIONS		
Education	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (Starting 2016)*	
Experience	1 year of relevant experience	
Training	4 hours of relevant training	
Eligibility	Career Service (Sub-Professional)/First Level Eligibility	
PREFERRED QUALIFICATIONS		
Education	Relevant education like ABM in senior high school and units in accounting	
Experience	Relevant experience in bookkeeping, auditing, or government accounting.	
Training	Training in Basic Government Accounting	
Skills and Competencies	<ul style="list-style-type: none"> • Advance knowledge of Microsoft Excel (formulas, formatting, simple tracking) • Familiarity with the Government Accounting Manual (GAM) • A strong grasp of COA rules and regulations regarding disbursement and liquidations. • Ability to prepare Trial Balances and Bank Reconciliation Statements with minimal supervision. • Trustworthy and able to maintain confidentiality of financial documents • Good communication skills 	



Address: Pigcarangan, Tubod, Lanao del Norte
 Telephone No.: [063] 341-51-09
 Email Address: lanao.norte@deped.gov.ph
 Website: <https://depedldn.com>



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANAOS DEL NORTE

	<ul style="list-style-type: none">• Able to work calmly under pressure, especially during peak financial periods
--	--

ANNOUNCEMENT: Mandatory Compliance for Administrative Assistant III (Senior Bookkeeper) Applicants

The Department of Education – Schools Division of Lanao del Norte, through the Personnel Unit, is pleased to announce the opening of applications for Administrative Assistant III (Senior Bookkeeper). Our hiring process strictly adheres to the principles of **Merit, Competence, Fitness, Accountability, Transparency, and Equal Opportunity** as mandated by **DepEd Order No. 007, s. 2023**.

Action Required: Review of RSA Procedures

To ensure a fair and transparent selection process, **ALL APPLICANTS MUST READ AND COMPLY** with the instructions stated herein before submitting any application documents.

It is **MANDATORY** that you familiarize yourself with the official guidelines and criteria:

1. V. Procedures – *Enclosure No. 1 to DepEd Order No. 007, s. 2023*
2. Criteria and Point System for Hiring and Promotion to Non-Teaching Positions – *Enclosure No. 5 to DepEd Order No. 007, s. 2023*

Understanding these provisions is crucial as it informs you of the entire **Recruitment, Selection, and Appointment (RSA)** process and how points are awarded. This measure is put in place to ensure maximum transparency in selecting qualified candidates.

PROCEEDING TO SUBMISSION SIGNIFIES YOUR FULL UNDERSTANDING AND COMPLIANCE WITH THE CITED DEPED ORDER.

DETAILED SUBMISSION INSTRUCTIONS:

(*Required Documents)

IMPORTANT REMINDER: Kindly **READ ALL THE INSTRUCTIONS** attached herein to avoid any inconveniences with your application. Moreover, please make sure that all documents are **CLEAR** and **READABLE**. Unclear or pixelated documents shall not be considered and may lead to possible exclusion from the pool of applicants.

- A. **Letter of Intent*** – Must be addressed to **EDWIN R. MARIBOJOC, CESO V**, Schools Division Superintendent of Department of Education – Schools Division of Lanao del Norte. Kindly **INDICATE THE POSITION AND WORKSTATION** you are applying for.
- B. **Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) with Work Experience Sheet(WES)*** – please ensure that **ALL PAGES MUST BE**



Address: Pigcarangan, Tubod, Lanao del Norte

Telephone No.: [063] 341-51-09

Email Address: LANAO.NORTE@DEPED.GOV.PH

Website: <https://depedldn.com>



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA DEL NORTE

SIGNED and your **THUMBMARK, PICTURE,** and **SIGNATURE OVER PRINTED NAME OF PERSON ADMINISTERING OATH** are ON THE 4TH PAGE of your PDS.

IMPORTANT NOTE:

For PDS: Applicant must ensure all details and information are correct and updated from page 1-4.

For WES: applicant must include previous and current work experience, accomplishments, and detailed job functions and duties. These experiences must be reflected and must be consistent with your accomplished PDS.

C. Photocopy of **Certificate of Eligibility/Rating** or **valid and updated PRC License/ID*** (at least Career Service (Sub-professional) / First Level Eligibility), must be CLEAR and READABLE)

D. Photocopy of **Transcript of Records and Diploma***

IMPORTANT NOTE FOR POINTING/SCORING SYSTEM:

For applicants with earned units leading to Master's and/ or Doctorate degree/s, kindly attach any of the following:

- Transcript of Record (if graduated)
- Certificate of Completed Academic Requirements (if CAR)
- Certificate of Units Earned (if Unit's earner)

E. Photocopy of **Certificate of Employment, Contract of Service,** or **duly signed Service Record,** *if available*

F. Photocopy of **latest appointment,** *(for internal applicants who applied for promotion)*

G. Photocopy of relevant **Certificate/s of Training and seminars attended,** *if available*

IMPORTANT NOTE:

Applicants shall ensure that all certificates must be CLEAR and READABLE and are consistent with the declared trainings in Personal Data Sheet.

Applicants must include only those trainings that are RELEVANT to the position.

Note: Unclear or pixelated certificates shall not be considered for the purpose of qualifications and scoring.

H. Photocopy of required **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*

I. , **Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent (Annex C)*** notarized by the following authorized officials:

President; Vice President; Members and Secretaries of both Houses of Congress; Members of the Judiciary; Secretaries of the Departments; provincial governors and lieutenant-governors; city mayors; municipal mayors; bureau directors; regional directors; clerk of courts; registrar of deeds; other civilian officers in the public service of the government of the Philippines whose appointment are vested in the President



Address: Pigcarangan, Tubod, Lanao del Norte

Telephone No.: [063] 341-51-09

Email Address: lanao.norte@deped.gov.ph

Website: <https://depedldn.com>



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA O DEL NORTE

and are subject to confirmation by the Commission on Appointments; all other constitutional officers; punong barangay; and notaries public (Reference: Section 41 of R.A. 10755)

- J. Other documents as may be required by the HRMPSB, including but not limited to portfolio.

GENERAL REMINDERS:

- Prior to submission of documents, applicants are advised to read the qualification standards and performance requirements set for the position to initially assess the fitness of their profile to the required standards.
- Use a long brown folder with the corresponding lettered tab as indicated above.
- **Applicants who fail to submit the required documents within the given deadline SHALL NOT BE INCLUDED in the official pool of applicants.**
- Updates relative to application shall be provided via email and SMS. Hence, we encourage all applicants to keep their line of communication active for updates.
- Now, we assume that you are already aware of the documentary requirements, please submit your application to the **Personnel Section**, through the **Records Section**, on or before **2:00 PM of March 5, 2026**.

The Department of Education – Schools Division of Lanao del Norte adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.



Address: Pigcarangan, Tubod, Lanao del Norte
Telephone No.: [063] 341-51-09
Email Address: Lanao.norte@deped.gov.ph
Website: <https://depedln.com>

CHECKLIST OF REQUIREMENTS

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

Application Code: _____

	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 HRMO/HR Office/sub-committee)</i>	
			Status of Submission <i>(Check if completed)</i>	Remarks
a.	Letter of intent addressed to the Schools Division Superintendent			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2025) and Work Experience Sheet, <i>if applicable</i>			
c.	Photocopy of Certificate of Eligibility/Rating or valid and updated PRC License/ID, <i>if applicable</i>			
d.	Photocopy of Transcript of Records and Diploma			
e.	Photocopy of Certificate of Employment, Contract of Service or duly signed Service Record, <i>if available</i>			
f.	Photocopy of latest appointment, if applicable			
g.	Photocopy of relevant Certificate/s of Training and seminars attended, <i>if available</i>			
h.	Photocopy of Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, <i>if applicable</i>			
i.	Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent (Annex C)			
j.	Other documents as may be required for comparative assessment, such as but not limited to: 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			
	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (h) is not relevant to the position to be filled			

Attested:

HRMO/HR Office/sub-committee**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