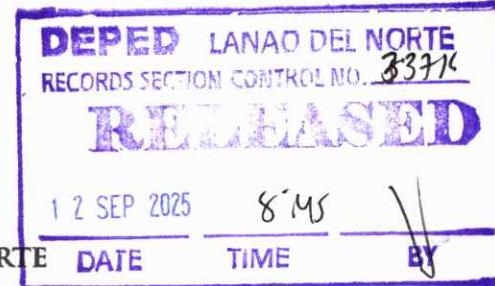




Republic of the Philippines  
**Department of Education**  
**REGION X**  
**SCHOOLS DIVISION OF LANAO DEL NORTE**



September 11, 2025

DIVISION MEMORANDUM  
 No. 528 s. 2025

**ANNOUNCEMENT OF VACANCY FOR  
 ADMINISTRATIVE ASSISTANT II (SHS/Disbursing Officer)**

To: Assistant Schools Division Superintendent  
 Functional Division Chiefs  
 Section/Unit Heads  
 All Others Concerned

1. This office calls for the submission of applications for Administrative Assistant II (SHS/Disbursing Officer). The assessment shall abide with the guidelines, procedures, and criteria of *Enclosure 5 “Criteria and Point System for Hiring and Promotion to Non-Teaching (NT) Positions”* of DepEd Order No. 007, s. 2023, otherwise known as “*Guidelines on Recruitment, Selection, and Appointment in the Department of Education.*”
2. The following Qualification Standards (QS) shall be considered in the initial evaluation of the applicants. Only those who meet the minimum QS may proceed to further evaluation. Applicants found to fall short of the minimum QS shall be disqualified.

Position Title	SG	Monthly Salary	Qualification Standards					Place of Assignment
			Education	Training	Experience	Eligibility	Competency	
Administrative Assistant II	8	21,448	Completion of 2 yrs of studies in college (prior to 2018) <b>or</b> Completion of Grade 12/SHS (starting 2016)	4 hours of relevant training	1 yr relevant experience	Career Service (Sub-professional) / First Level Eligibility		To be determine by Cash Section

3. This office fully implements the EQUAL EMPLOYMENT OPPORTUNITY POLICY; hence, all qualified applicants shall be given due consideration for employment regardless of age, sexual orientation, gender, disability, ethnicity, religion, political affiliation, among others.
4. All interested applicants shall submit the following documentary requirements to the Personnel Section (HRMO), through the **RECORDS SECTION** on or before



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**September 22, 2025 at 2:00PM.** Applicants are also required to register via the link <https://tinyurl.com/DOADA2-092025> after submitting their respective application papers.

**IMPORTANT REMINDER:** kindly **READ ALL THE INSTRUCTIONS** attached herein to avoid any inconveniences with your application. Moreover, please make sure that all documents submitted are **CLEAR** and **READABLE**.

- a. **Letter of Intent** – Must be addressed to **EDWIN R. MARIBOJOC, CESO V**, Schools Division Superintendent, DepEd Schools Division of Lanao del Norte. Kindly **INDICATE THE POSITION** you are applying for.
- b. **Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2025)** with **Work Experience Sheet** <https://tinyurl.com/CSF212-2025> – Please ensure that ALL PAGES MUST BE SIGNED and your THUMBMARK, PICTURE, and SIGNATURE OVER PRINTED NAME OF PERSON ADMINISTERING OATH are ON THE 4<sup>TH</sup> PAGE of your PDS.

**IMPORTANT NOTE:**

For PDS: Applicants must ensure all details and information are correct and updated from pages 1-4

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

- c. Photocopy of **Certificate of Eligibility/Rating** (must be **CLEAR** and **READABLE**)
- d. Photocopy of scholastic/academic records such as but not limited to **Transcript of Records** and **Diploma**, including completion of graduate and post-graduate units/degree.
- e. Photocopy of **Certificate/s of Training**, *at least 4 hours of trainings related to Administrative Support/Disbursements/Handling of Government Funds.*

**IMPORTANT NOTE:**

Applicants must include only those training/s that are **RELEVANT** to the positions applying for.

- f. Photocopy of **Certificate of Employment, Contract of Service**, or duly signed **Service Record**, *at least 1 year of experience related to Administrative Support/Handling of Cash Advances/Disbursements/Financial Transactions.*
- g. Photocopy of the **latest appointment**, *if applicable.*
- h. Photocopy of the **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*

**IMPORTANT NOTE:**



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Rating must cover one-year complete performance rating period acquired in the current or latest position prior to the date of submission. For applicants whose previous job uses other performance appraisal tools in which the rating period follows a semestral or quarterly cycle, one year performance shall be equivalent to two or four performance ratings.

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 Form** pursuant to RA No. 10173 (*Data Privacy Act of 2012*), using the attached form (*Annex C*), notarized by authorized official.

**IMPORTANT NOTE:**

This document shall no longer be required to be notarized but shall be required to be sworn before any public officer authorized to administer oath pursuant to Book I, Chapter 10, Section 41 of EO 292, as amended by RA 6733 and as further amended by RA 10755.

j. Other documents may be required by the HRMPSB for comparative assessment including but not limited to:

i. **Outstanding Accomplishments.**

**IMPORTANT NOTE:**

*Awards and Recognition, Research Innovation, Subject Matter Expert/ Membership in National Technical Working Groups (TWGs) or Committees, Resource Speakership/Learning Facilitation, NEAP Accredited Learning Facilitator.*

ii. **Application of Education.**

**IMPORTANT NOTE:**

*Contributions made by an applicant to their workplace because of their learnings from higher education units/degree earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position/s applying for.*

iii. **Application of Learning and Development (L&D).**

**IMPORTANT NOTE:**

*Proven success of the learnings gained from HRD interventions done/attended by the applicant, which must have led to significant positive results in their current or previous work that is relevant and applicable to the positions applying for.*

5. Individuals who failed to submit complete mandatory documents (*Items 4.a to 4.j*) on the set deadline indicated above shall not be included in the pool of official applicants. However, non-submission of the additional documentary



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requirements or those that may be required by the HRMPSB (Item 4.k) shall not warrant exclusion from the pool of official applicants.

6. Documents submitted that are original/certified thru copy will not be accepted except for Intent Letter, PDS and Omnibus Sworn Statement.
7. No additional documents shall be accepted after the deadline.
8. All official applicants shall be assigned with an application code during the deliberation.
9. For information, guidance and widest dissemination.

**EDWIN R. MARIBOJOC, CESO V**  
Schools Division Superintendent