



Republic of the Philippines  
Department of Education  
REGION X

SCHOOLS DIVISION OF LANA DEL NORTE  
PIGCARANGAN, TUBOD, LANA DEL NORTE



March 8, 2024

**DIVISION MEMORANDUM**

No. 128 s. 2024

**NOTICE OF VACANCY**

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 (Disbursing Officer) in the Elementary and Secondary Level. 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	Level	Education	Experience	Training	Eligibility
Administrative Assistant II (Disbursing Officer)	9	1	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Relevant MC 11 Series 1996 Career Service (Sub-Professional)/ First Level Eligibility
<b>Additional Qualification:</b> must be proficient in Microsoft Office specifically MS Excel and MS Word						
<b>Job Summary:</b> assist the Senior Bookkeeper and/or School Head in the performance of their functions, such as but not limited to undertaking the necessary accounting, budgeting, cash management and payroll services and other finance-related, to ensure efficient office operations.						
Elem - 2			Binuni-Demologan NHS - 1 Matungao NHS - 1 Teofila C. Quibranza NHS - 1			

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 **March 22, 2024** at **12:00PM**. Applicants are also required to register via the link



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<https://forms.office.com/r/2LDRNy1nGN> after submitting their respective application papers.

- a. Letter of intent addressed to the Head of Office
  - b. Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable
  - c. Photocopy of valid and updated 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/degree, 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 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 No. 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official.
  - k. Other documents as may be required by the HRMPSB for comparative assessment including but not limited to:
    - i. 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.
    - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating is not relevant to the position to be filled, if applicable.
5. Individuals who failed to submit complete mandatory documents (Items 3.a to 3.j) on the set deadline indicated above shall not be included in the pool of official applicants. However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item 3.k) shall not warrant exclusion from the pool of official applicants.
6. No additional documents shall be accepted after the deadline.
7. All official applicants shall be assigned with application code.
8. For information, guidance and widest dissemination.

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



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