



Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

2024-02556

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 DEPED MALAYBALAY CITY DIVISION
RELEASE
 R 16 APR 2024 D
 Date: _____
 By: _____

April 8, 2024

DIVISION MEMORANDUM

No. 173, s. 2024

ANNOUNCEMENT OF VACANCY AND ACCEPTANCE OF APPLICATION DOCUMENTS FOR ADMINISTRATIVE ASSISTANT II (DISBURSING OFFICER)

TO: Assistant Schools Division Superintendent
 Chief Education Supervisor, CID and SGOD
 Public Elementary and Secondary School Heads
 All Others Concerned

1. This Office announces the acceptance of application documents of the position of Administrative Assistant II (Disbursing Officer) vacancy in this Division. The **criteria and point system** to be applied are embodied in the new RSA Guidelines, **DepED Order No. 7, s. 2023**. Applicants to the position should meet the herein qualification standards as prescribed by the Civil Service Commission as follows:

Position	Education	Experience	Training	Eligibility
Administrative Assistant II (Disbursing Officer) (SG 8)	completion of two (2) year studies in College	1 year relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility

2. Interested qualified applicants are required to register and fill out the necessary information in the link provided: bit.ly/3xxXRF0

Further, interested qualified applicants are required to submit the following pertinent documents **properly ear marked** to this Office on or before 5:00 PM of **April 25, 2024**.

- 2.0 Checklist of Requirements with Omnibus Sworn Statement duly notarized (DO No. 7, s. 2023 Annex C) attached
- 2.a Application letter addressed to the Schools Division Superintendent;
- 2.b Duly accomplished Personal Data Sheet (Revised 2017 form 212) with recent 2x2 picture attached; with work experience sheets, if applicable;
- 2.c Photocopy of valid and updated PRC License/ID, if applicable;
- 2.d Photocopy of Eligibility / Rating, if applicable;



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
 Email Address: malaybalay.city@deped.gov.ph



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- 2.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;
- 2.f Photocopy of Certificate/s of Training relevant to the position to be filled, **acquired after the last promotion; but within the last five years;**
- 2.g Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Records. Experience must be relevant to the position to be filled;
- 2.h Photocopy of latest appointment, if applicable;
- 2.i Photocopy of Performance Rating in the last rating period(s) covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled with at least Very Satisfactory (VS) in the last rating period prior to the date of assessment.;
- 2.10 Outstanding Accomplishment acquired after the last promotion;
 - 2.10a Awards and Recognition
 - a.1 Outstanding Employee Award
 - a.2 Awards as Trainer/Coach
 - 2.10b Research and Innovations
 - 2.10c Subject Matter Expert / Membership in National TWGs or Committees
 - 2.10d Resource Speakership / Learning Facilitation
 - 2.10e NEAP Accredited Learning Facilitator
- 2.11 Application of Education acquired after the last promotion;
- 2.12 Application of Learning & Development (L&D) acquired after the last promotion.

3. The following shall compose the HRMPSB for the Non-Teaching vacancies as provided in DepED Order No. 19, s. 2022 the new Merit Selection Plan:

Chairman: Aliena S. Dajay, ASDS
Members: Lorenzo O. Capacio, Chief SGOD
Manuel D. Dinlayan II, AO V
Guia Ma. G. Villahermosa, AOIV/HRMO
Rhysa Cyle C. Rosalejos, Accountant III
Lee A. Ejem, ADAS III, *NEU Representative (first level)*

Secretariat: Gwendolyn G. Quirong, ADAS III
Glaive May D. Mulawan, ADAS III

4. This Office adheres to the Principles of Merit and Fitness and to the Equal Employment Opportunity Principle (EEO). It ensures no discrimination in the selection of its employees provided Qualification Standards set by the CSC and DepED are met. Thus, all applications regardless of applicant's age, sex, sexual orientation, gender identity, civil status, ethnicity, religion, disability, or political affiliation are treated with respect and equity.



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5. Qualified applicants shall be notified on the date of interview which shall be sometime on May 2024. They shall bring the original copy of their pertinent documents during the interview.
6. Queries relative to this can be relayed to the Personnel Unit at 0907-688-9009
7. Immediate dissemination of this memorandum is desired.


CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent

Copy furnished:

Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE



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