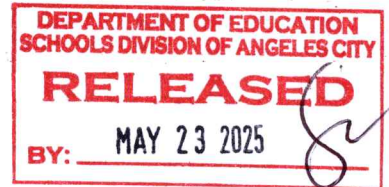




Republic of the Philippines
Department of Education
REGION III

SCHOOLS DIVISION OFFICE OF ANGELES CITY



22 May 2025

DIVISION MEMORANDUM

NO. 162, s. 2025

**RECRUITMENT, SCREENING AND SELECTION FOR
ADMINISTRATIVE ASSISTANT II, ADMINISTRATIVE OFFICER II, SCHOOL
LIBRARIAN III AND GUIDANCE COUNSELOR III POSITIONS**

TO : Assistant Schools Division Superintendent
Chief education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. The field is hereby informed that the recruitment, screening and selection for Administrative Assistant II, Administrative Officer II, School Librarian III and Guidance Counselor III positions are now officially opened to all interested applicants, to wit:

Activities	Date	Time	Venue/Attendees
Deadline of Submission	May 30, 2025	8:00am - 5:00pm	Records Units
Initial Evaluation of Applications	June 2-4, 2025	8:00am - 5:00pm	Personnel Unit
Division Open Ranking	To be announced		

2. The CSC Qualification Standard and Job Description of the said position are stated below:

POSITION PROFILE	
Position Title: Administrative Assistant II	Salary Grade: 8 Monthly Salary: P21,448.00
Station of Deployment: Bonifacio V. Romero HS	
CSC QUALIFICATIONS:	
Education:	Completion of two years studies in college
Experience:	1 year relevant experience
Training:	4 hrs. of relevant training
Eligibility:	Career Service Sub-Professional (First Level Eligibility)
JOB SUMMARY:	
This position shall 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 functions, to ensure efficient office operations.	



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GENERAL DUTIES AND RESPONSIBILITIES:

Accounting Services

- Preparation/maintenance of registries of allotment and obligations.
- Preparation of financial and accountability reports and maintenance of subsidiary ledgers
- Preparation of liquidation of cash advances.
- Pre-auditing of financial documents
- Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances
- Other related bookkeeping and accounting tasks as may be assigned by the Schools Division Accountant..

POSITION PROFILE

Position Title: Administrative Officer II (Human Resource Management Officer II)	Salary Grade: 11 Monthly Salary: P30,024.00
Station of Deployment: Sitio Target IS, BV Romero HS, AC Nat'l HS, FG Nepomuceno HS, Rafael L. Lazatin HS; Dr. Clemente N. Dayrit Sr. Mem. HS, Angeles City Science HS, Claro M. Recto (ICT) HS, Sapang Bato Nat'l HS	
CSC QUALIFICATIONS:	
Education:	Bachelor's degree
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Professional (Second Level Eligibility)
JOB SUMMARY: This position is responsible for the implementation of an effective and efficient administrative support and selected financial-related tasks in the SDO.	
GENERAL DUTIES AND RESPONSIBILITIES:	
>Personnel Administration and Records >Compensation and Benefits Administration >Property Custodianship >General Administrative Support >Other Finance-Related Functions	

POSITION PROFILE

Position Title: School Librarian III	Salary Grade: 13 Monthly Salary: P34,421.00
Station of Deployment: Angeles City National Trade School	
CSC QUALIFICATIONS:	
Education:	Bachelor of Library Science or Information Science or any Bachelor's degree major in Library Science or Information Science
Experience:	2 years relevant experience
Training:	8 hours of relevant training



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Eligibility:	RA 1080 (Licensed Librarian)
JOB SUMMARY: This position is responsible for library services in the school.	
GENERAL DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none">➤Evaluates existing library programs vis-à-vis educational goals of the school➤Initiates the conceptualization of new library activities and library expansion➤Coordinates library activities and its implementation with administrators, supervisors and other stakeholders➤Develops programs and projects to improve library services.➤Adopts various networking activities with other libraries through interlibrary-loan scheme➤Designs and integrates action plans and strategies (i.e. organization of library clubs) for the general patronage & maximum utilization of the library & its facilities w/o disruption of classes	

POSITION PROFILE	
Position Title: Guidance Counselor III	Salary Grade: 13 Monthly Salary: P34,421.00
Station of Deployment: Angeles City National Trade School	
CSC QUALIFICATIONS:	
Education:	Master's degree in Guidance and Counseling
Experience:	None required
Training:	None required
Eligibility:	RA 1080 (Guidance Counselor)
JOB SUMMARY: This position is responsible for counseling services in the school.	
GENERAL DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none">➤ Guidance and Counseling Program➤ Administration of Psychological and IQ➤ Counseling-Personal, Academic, Career and Vocational➤ Career Guidance Advocacy Program➤ Partnership and Linkages to GO's, NGO's, LGUs and other➤ Research and Evaluation	

3. Only those who meet the minimum qualification standards as per the Initial Evaluation Results (IER) will be included in the selection line-up for the Division Open Ranking.

4. Evaluative assessment on the applicant's competencies conducted by the Division HRMPSB will be based on **DepEd Order No. 7 s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education", Enclosure No. 4: Criteria and Point System for Hiring and Promotion to Related-Teaching Positions** and **Enclosure No. 5: Criteria and Point System for Hiring and Promotion to Non-Teaching Positions**



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5. All interested and qualified applicants may register through this link: <https://bit.ly/RegVacantPositions> and may submit the photocopied documentary requirements fastened in a **white folder** and properly labelled, as provided in DepEd Order No. 7 s. 2023, Annex C (Checklist of Requirements), at the Records Unit. Bring the original documents during the scheduled Open Ranking for verification purposes. All submitted documents will no longer be returned to the applicant.

6. It is understood that failure to submit complete mandatory requirements on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted beyond the prescribed deadline.

7. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted. Any false and fraudulent document shall be grounds for disqualification.

8. The Department of Education 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.

9. Immediate dissemination of this Memorandum is desired.

ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference:

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

EMPLOYMENT
PROMOTIONS
RECRUITMENT

CLM/AOIV/May 22, 2025



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CHECKLIST OF REQUIREMENTS

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

Basic Documentary Requirement		Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
			Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office or highest human resource officer			
b.	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c.	Photocopy of valid and updated PRC License/ID, if applicable			
d.	Photocopy of Certificate of Eligibility/Report of 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/degrees, 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 Ratings in the last rating period(s) covering one (1) year performance 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			
k.	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 (i) is not relevant to the position to be filled			

Attested:

Human Resource Management Officer

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

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.