



**DIVISION MEMORANDUM**  
**No. 95, s. 2020**

**CONDUCT OF SELECTION FOR SENIOR HIGH SCHOOL ASSISTANT  
 SCHOOL PRINCIPAL II AND ADMINISTRATIVE ASSISTANT III  
 (SENIOR BOOKKEEPER) POSITIONS**

To: Chief, Curriculum Implementation Division  
 Chief, School Governance and Operations Division  
 Personnel Selection Committee  
 Elementary and Secondary School Heads  
 This Division

1. This Office announces the conduct of Selection of Qualified Applicants for Assistant School Principal II (SG 19) and Administrative Assistant III (Senior Bookkeeper) (SG 9) positions.
2. Per DepEd Order 66 s. 2007 79, applicants must have the following basic requirements:

Position	Education	Experience	Training	Eligibility
ASSISTANT SCHOOL PRINCIPAL II (Senior High School)	Bachelor's degree in Education or its equivalent with a major and minor, or Bachelor's degree in Arts and Sciences with at least 18 units in professional education	2 years of relevant experience	8 hours of relevant training	RA 1080
Administrative Assistant III (Senior Bookkeeper)	<b>CSC Prescribed QS</b> (Completion of 2 years' studies in college)  <b>DepEd Preferred QS</b> (Bachelor's degree in Business administration, Major in Accounting; or Completion of at least 2 years' studies in Bachelor's Degree in Accountancy or Commerce; or Completion of 2 years' studies in college with at least nine (9) units in accounting subjects)	1-year relevant experience  1 year relevant experience in accounting activities/tasks	4 hours of relevant training	Career Service (Sub professional)  First Level Eligibility

3. Applicants shall submit documents to the Receiving Section of this Office addressed to the Schools Division Superintendent on or before April 7, 2020 as follows:





- a. Letter of Intent
  - b. CSC Form 212 (Revised 2017) with 2x2 ID picture;
  - c. Certified photocopy of last approved appointment;
  - d. Updated Service Record;
  - e. Certified photocopy of Performance Rating for the last three years;
  - f. Transcript of Records;
  - g. Certified photocopy of Certificates of relevant trainings/seminars scholarships, etc.;
  - h. Omnibus certification of the completeness, authenticity and veracity of the documents submitted and signed by the applicants.
4. The documents shall be arranged accordingly to what are enumerated in Paragraph 3 which includes table of contents;
- Each sheet must bear a page number;
  - Fastened at the top right portion inside the folder while the tabbing according to the table of contents (a-h) shall be at the bottom of the documents;
  - Deliberation sheet shall be stapled at the inside left portion of the folder;
  - The applicants shall prepare two sets of certified true copy of pertinent documents following the above preparation;
  - The original copies of the documents shall be brought during interview / deliberation at the Office of the Assistant Schools Division Superintendent on a schedule which will be announced later;
  - Only the qualified applicants who can attend the interview/deliberation shall be included in the rank list.
5. The Personnel Selection Board (PSB) is composed of the following:
- Chairperson:  
Rosemarie T. Macesar - Assistant Schools Division Superintendent (ASDS)
- Members:
- |                    |   |
|--------------------|---|
| Myrna T. Regidor   | - Chief, School Governance and Operations Division (SGOD) |
| Carmelita A. Jubay | - Chief, Curriculum Implementation Division (CID)         |
| Lorna C. Penonal   | - Education Program Supervisor, TACIDETERA President      |
| Myrna T. Barbon    | - Secondary Principal II /DAPSSHI President               |
| Delma R. Denapo    | - Administrative Officer IV                               |
- Secretariat:  
Carelyn L. Villegas - Administrative Officer II  
Geraldine C. Benghit - Administrative Assistant II
6. Immediate dissemination of this Memorandum to all concerned is enjoined.

**AGUSTINES E. CEPE, CESO V**  
Schools Division Superintendent

