



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga

August 4, 2025

Division Memorandum

No. 322, s. 2025

CLARIFICATION ON THE PERFORMANCE REQUIREMENT FOR THE VACANT POSITIONS OF ADMINISTRATIVE ASSISTANT III (BOOKKEEPER II), ADMINISTRATIVE ASSISTANT II (BOOKKEEPER I), AND ADMINISTRATIVE ASSISTANT III (SECRETARY II)

To: Asst. Schools Division Superintendent
Members of the HRMPSB
All concerned individuals and parties

1. It has come to the attention of this Office that the performance requirement for the vacant positions of **Administrative Assistant III (Bookkeeper II)**, **Administrative Assistant II (Bookkeeper I)**, and **Administrative Assistant III (Secretary II)** has been **erroneously entered as "None-Required"** in **Division Memorandum No. 270 S. 2025 (Submission of application to the Various Non-Teaching Positions in the Schools Division of Tabuk City)**.

2. As reference, the Qualification Standards of the **Civil Service Commission (CSC) Qualification** for the above-mentioned positions, along with the **DepEd performance requirement** as stipulated in **DepEd Order No. 7, s. 2023** and **DepEd Order No. 21, s. 2024**, are as follows:

Criteria	Qualification Standards
Education	Completion of two (2) years in college
Training	4 hours relevant
Experience	1 year relevant
Eligibility	Career Service Sub-professional (First Level Eligibility)
Performance Requirement	At least Very Satisfactory in the latest performance rating that covers one (1) year performance cycle (DO 7, s. 2023)

3. In cases where a local issuance contradicts the CSC Qualification Standards and/or a Department Order or Issuance, the latter shall prevail. This is in adherence to the principle of hierarchy of laws and issuances, whereby national guidelines issued by the CSC and DepEd have higher authority and must be strictly implemented to maintain uniform standards and merit-based recruitment processes.

4. Considering that the main body of Division Memorandum No. 270, s. 2025 clearly requires the submission of a **"duly signed current and/ or Individual Performance Commitment and Review Form (IPCRF) of at least one (1) year,"** the Human Resource Management Officer (HRMO) and the Human Resource Merit Promotion and Selection Board (HRMPSB) shall henceforth apply the CSC and DepEd Qualification Standards in evaluating



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the applicants' submitted documents. This is necessary to complete and issue the Initial Evaluation Result (IER).

5. Therefore, the scheduled Written Test, Behavioral Events Interview, and Skills Test for the position of Administrative Assistant III are hereby postponed until further notice, to give ample time to the HRMPSB en banc to review and validate the submitted documents based on the aforementioned CSC and DepEd Qualification Standards duly applicable for said vacant positions.

6. Immediate dissemination of and compliance to this memorandum is desired.



BENEDICTA B. GAMATERO PhD, CESO V

Schools Division Superintendent 