



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

5 JAN 2022

DIVISION MEMORANDUM

No. 002 s. 2022

**RECRUITMENT AND SELECTION OF APPLICANTS FOR
ADMINISTRATIVE AIDE VI**

To: OIC-Assistant Schools Division Superintendent
 Chief Education Supervisors
 Heads, Public Elementary and Secondary Schools
 Heads, Unit/Section
 All Others Concerned

1. This Office announces to the field the division-wide recruitment and selection of applicants regardless of age, sex, civil status, ethnicity, disability, religion, and political affiliation.

Position Title	No. of Position	Work Assignment (Plantilla)
Administrative Aide VI	1	SDO Proper – Office of the Schools Division Superintendent

2. The qualification standards and competency requirements of the said position are as follows:

CSC Prescribed Qualification				
Education	Training	Experience	Eligibility	Competency Requirement
Completion of two-year studies in College	4 hours of relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Self-Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and Written communication, Computer literate using different platforms
Preferred Qualification				
Education	Training	Experience	Eligibility	Competency Requirement
Bachelor's Degree	As stated above	2 years relevant experience	As stated above	As stated above



Brgy. Poto, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>

3. Interested qualified applicants are advised to register at <https://tinyurl.com/depeditayabasapplicants> and submit the following documents (photocopy) **properly labelled, with ear tag** per criterion:
1. Application letter addressed to the Schools Division Superintendent
 2. Two (2) copies of CSC Form 212 revised 2017 (Personal Data Sheet) and Work Experience Sheet (Attachment to CS Form No. 212)
 3. Performance Rating in the last 3 consecutive years rating period
 4. Service Record and or/ Certificate of Employment with brief description of duties and responsibilities
 5. Authenticated Certificate of Board Rating/Eligibility
 6. Authenticated Transcript of Records, Certification of Complete Academic Requirements (if applicable) and Diploma
 7. Certificate of Trainings for the last three (5) years or after the recent promotion
 8. Latest approved appointment
 9. Required documents for evaluation as stipulated in the DO 66, s. 2007 (Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions)
 10. Outstanding Accomplishment
Applicants are advised to submit the documents for their outstanding accomplishments in a sealed enveloped (**separate from their application**) which shall be opened during the scheduled evaluation of documents.
4. Applicants must ensure that their documents are accurate, complete, and are submitted on time. **Late** documents and/or **incomplete** documents shall not be accepted. No retrieval and no submission of additional documents shall be allowed once **"Received"** by the office.
5. Below is the timeline for the recruitment and selection process.

Activities	Venue	Schedule
Filing of application letter with complete supporting documents.	SDO Records Unit/Receiving Section	January 12, 2022
Pre-evaluation of the applicant's qualification viz-aviz Qualification Standards	HRM Office	January 13, 2022
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the SDS	January 17, 2022
Written and Oral Communication Test of applicants Evaluation of documents and interview of applicants	SDO Conference Hall	January 18, 2022
HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)		January 19, 2022
Submission to the office SDS the Comparative Assessment Result (CAR)	SDO Conference Hall	January 20, 2022
Conduct of Background Investigation	Upon the request of the Appointing Authority	
Posting of Results	DepEd Tayabas Bulletin board, website and FB page	January 21, 2022



6. Applicants are requested to be physically present during the evaluation and interview if not please contact Ms. Josefina R. Oabel @ 09173169724.
7. Wide and immediate dissemination of this memorandum is desired.

GERLIE M. ILAGAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE AIDE VI

ADA VI (Office of the Schools Division Superintendent)

Plots/Schedules Activities

- Schedules/calendars OSDS activities such as training and workshops, meetings/appointments of the SDS with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time.

Record Management

- Receives, records and routes documents addressed to the SDS by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents.
- Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files.
- Documents proceedings and agreements of meetings as assigned by the SDS, distributes copies of the minutes to concerned parties as well as files a copy for future reference.

Administrative Support

- Prepares or encodes into electronic format word documents and other presentation materials.
- Provides assistance and administrative support to training and conferences as assigned.
- Coordinates preparation of documents needed in the operations of SDO.
- Ensure security of office equipment and availability of office supplies.

Secretariat/Frontline

- Receives and routes incoming calls to or logs information and notifies the concerned party.
- Greets and entertains office visitors and responds to their needs.
- Logs concerns brought to the office and follow through on inquiries.
- Coordinates travel bookings of OSDS staff based on instructions and gives feedback on status of bookings.
- Coordinates meetings and appointment with external parties (dates and venue, meals arranged as needed) and confirms such to all concerned.