



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

12 JAN 2022

DIVISION MEMORANDUM
 No. 022 s. 2022

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

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 IV	1	Luis Palad Integrated High School

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	None required	None required	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

3. Interested qualified applicants are advised to register at <https://tinyurl.com/depedtayabasapplicants> 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



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<https://depedtayabas.com/>

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 20, 2022
Pre-evaluation of the applicant's qualification viz-aviz Qualification Standards	HRM Office	January 21, 2022
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the SDS	January 25, 2022
Written and Oral Communication Test of applicants Evaluation of documents and interview of applicants	SDO Conference Hall	January 26, 2022
HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)		January 27, 2022
Submission to the office SDS the Comparative Assessment Result (CAR)	SDO Conference Hall	January 28, 2022
Conduct of Background Investigation	Upon the request of the Appointing Authority	
Posting of Results	SDO Bulletin Board and 2 conspicuous places	January 31, 2022

6. Applicants are requested to be physically present during the evaluation and interview if not please contact Ms. Ferex O. Zafranco @ 09286865373.

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 IV

- Perform repetitive & routine clerical tasks.
- Sorts, files, labels, checks, posts, records documents esp. the old students' records for preservation purposes.
- Computer/stencil/types/encodes correspondences payroll and other form of communications/reports.
- Answer telephone calls.
- Attended inquires of teachers/non-teaching personnel/clientele.
- Records incoming and outgoing correspondences/reports/other documents.
- Perform other tasks that may be assigned by his/her immediate Supervisor.
- Does related works.



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