



02422-014.

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

14 FEB 2022

DIVISION MEMORANDUM
No. 088 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. The field is hereby informed of the division-wide recruitment and selection of interested applicants until **FEBRUARY 24, 2022**.

This Office exercises equal employment opportunity. All applicants will be considered for employment without attention to race, color, sex, religion, sexual orientation, gender identity, national origin, veteran, or disability status.

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
Basic knowledge in computer operation such as	As stated above	As stated above	As stated above	As stated above



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Microsoft Office,
Excel, Power
Point, use of the
internet

3. Interested qualified applicants are advised to register at <https://tinyurl.com/depedtayabasonlineapplication> and submit **certified true copies** of the following documents **properly labelled, with ear tag** per criterion at the Records Section:

1. Letter of Intent addressed to the OIC-Schools Division Superintendent, GERLIE M. ILAGAN, CESO VI.
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-size picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at www.csc.gov.ph
3. Performance rating in the present position for the last 3 rating periods (if applicable)
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 Training/s attended for the last five (5) years or after the recent promotion which show/s that the applicant has obtained the following criterion:
 - a. participant in three (3) or more training activities in each level conducted for at least three (3) days and not credited during the last promotion (District level, Division level, Regional level), and/or;
 - b. participant in one (1) training conducted for at least three (3) days and not credited during the last promotion (National level, International level).
8. Latest approved appointment
9. Outstanding Accomplishment (if any);
 - a. Outstanding Employee Award
 - b. Innovation/s (Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official;
 - c. Research and Development Projects
 - d. Certificate as Consultant/Resource Speaker Trainings/ Seminars/ Workshops/Symposia
 - e. Publication/ Authorship

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. Please be guided with the 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).



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5. **For fairness and equality among interested applicants**, submission of documents and/or additional credentials made after the due date will not be accepted, unless otherwise, this Office requests so and/or announces the extension of recruitment process.
6. **Only those applicants who meet the minimum Qualification Standard shall proceed for further assessment/evaluation as stipulated in the DepED Order 29, s. 2002 entitled "Merit Selection Plan of the Department of Education."**
7. 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	February 24, 2022
Pre-evaluation of the applicant's qualification viz-a-viz Qualification Standards	HRM Office	February 28, 2022
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the SDS	March 01, 2022
Written and Oral Communication Test of applicants Evaluation of documents and interview of applicants	SDO Conference Hall	March 02-03, 2022
HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)		March 07, 2022
Submission to the office SDS the Comparative Assessment Result (CAR)	SDO Conference Hall	March 08, 2022
Conduct of Background Investigation	Upon the request of the Appointing Authority	
Posting of Results	DepEd Tayabas Bulletin board, website and FB page	March 09, 2022

8. All applicants are requested to be present during the evaluation and interview. For further inquiries, please email us at recruitment@depeditayabas.com.



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9. 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)

Recruitment, Selection and Documentation

- Prepare lists of vacancies for publication pursuant to CSC rules and regulations
- Provide job description of vacant positions with specific qualifications required by the requesting unit
- Gather and file applications received using systematic indexing and file documents submitted by applicants
- Prepares appointments papers of selected applicants
- Validate PRC license for appointment via PRC online and send official communication in case said license can't be viewed online
- Prepares and submit Report on Appointments Issued (RAI) to the Civil Service Commission (CSC)

Personnel Actions

- Receive application for employment, leaves, queries and documents pertaining to personnel actions (e.g. approved ERF) for the attention AO IV for personnel.
- Prepare list of teachers qualified to be reclassified base on approved ERFs
- Prepare notice of promotion and appointment as instructed.
- Prepare drafts of special orders for signature of management
- Keeps records of GSIS –ARA for future reference.
- Prepares RAI for submission to CSC upon approval of management.
- Record and files all issuances on salary schedules and other employees' benefits

Salary Administration and Personnel Records

- Gather and collates payroll files from district offices to be forwarded to RPSU
- Records and files attendance of officers and employee
- Prepares vouchers for payment of salaries and other benefits (e.g. notice of salary adjustment, step increment, loyalty pay and maternity benefits) not included in the regular payroll, as instructed.
- Process, Prepares and releases Special order of Leave and Re-statement of leave application



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Benefits Administration

- Receive and record on leave card, application for monetization of leave credits
- Receive application for leave (sick, vacation, scholarships and training) and records for processing.
- Receive, process and update leave credits of employees and vacation service credits of teachers
- Coordinate with different agencies (GSIS, HDMF, PHILHEALTH, etc.) for premium payments of employees
- Validate/Verify Provident, PAG-IBIG and other loans from private lending institutions
- Receive and process loan applications for DepEd Provident Fund Program

Personnel Information System

- Receive and accept application for upgrading and reclassification of positions
- Keep a complete and updated information of all officials and employees and relevant records in their 201 files
- Follow up documents to be updated on an annual basis (e.g. SALN) and receive documents for inclusion in their 201 files



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