



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

21 FEB 2023

DIVISION MEMORANDUM

No. 099 s. 2023

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

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 for Administrative Aide I. All qualified and interested applicants are requested to submit their pertinent documents on or before **MARCH 03, 2023** at the office of the Personnel Services Unit through Records Unit. The **DepEd Order No. 66, s. 2007** – Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions; and the **Regional Memorandum No. 434 s. 2017** – Internal Guidelines for the Implementation of DepEd Order No. 66, s. 2007 shall be used by the Human Resource Merit Promotion and Selection Board (HRMPSB) in the recruitment and selection process.

All qualified and interested applicants may submit regardless of race, color, sex, religion, sexual orientation, gender identity, national origin, veteran, or disability status.

Position Title (Parenthetical Title)	Plantilla Item No.	Salary Grade	No. of Position	Place of Assignment (Plantilla)
Administrative Aide I (Utility Worker I)	OSEC-DECSB-ADA1-271010-2004	SG 1	1	Elementary School



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

CSC Prescribed Qualifications				
Education	Trainings	Experience	Eligibility	Competency Requirement
Must be able to read and write	None Required	None Required	None Required (MC 11, s. 1996-Cat. III)	Self-Management, Professionalism and ethics, Teamwork, and Service Orientation

3. Interested qualified applicants are advised to register at <https://tinyurl.com/depeditayabasonlineapplication> 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 Schools Division Superintendent, NATIVIDAD P. BAYUBAY, 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. Photocopy of duly signed Performance Rating in the present position for the last 3 rating periods (if applicable);
4. Photocopy of updated Service Record (if any);
5. Photocopy of Certificate of Employment with brief description of duties and responsibilities for applicant from private company and those on a Job Order/Contract-of-Service status;
6. Photocopy of Form 137-Permanent Record (if any);
7. Certificate of Participation in a specialized training (e.g. Scholarship programs, short courses, study grants);
8. 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).
9. Latest approved appointment (if any);
10. Outstanding Accomplishments, if any (kindly refer to Regional Memorandum No. 434 s. 2017 for the supporting documents needed);
 - 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



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- 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. **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 for verification purposes of submitted documents and/or announces the extension of recruitment process.

5. **Only those applicants who meet the minimum Qualification Standard shall proceed for further assessment/evaluation as stipulated in the DepEd Order No. 29, s. 2002 entitled "Merit Selection Plan of the Department of Education."**

6. Below is the timeline for the recruitment and selection process.

Activities	Venue	Schedule
Deadline of Filing of application letter with complete supporting documents.	SDO Records Unit/Receiving Section	March 03, 2023
Pre-evaluation of the applicant's qualification viz-a-viz Qualification Standards	HRM Office	March 06, 2023
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the ASDS	March 08, 2023
Written and Oral Communication Test of applicants	SDO Conference Room	March 09, 2023
Evaluation of documents and interview of applicants		
HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)		March 10, 2023
Submission of Comparative Assessment Result (CAR) to the office of the SDS	Office of the SDS	March 13, 2023



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Conduct of Background Investigation	Upon the request of the Appointing Authority	
Posting of Results	DepEd Tayabas Bulletin board, website and FB page	March 15, 2023

7. All applicants are requested to be present during the evaluation and interview. For further inquiries, please email us at hr@depedtayabas.com.
8. Wide and immediate dissemination of this memorandum is desired.


NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent 

DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE AIDE I

Duties and Responsibilities

- Cleans offices and surrounding areas.
- Collects, dumps or burns garbage; open doors and windows before office hours and closes them after office hours; hauls and transfers office furniture.
- Keeps toilet and closet clean and sanitary.
- Occasionally do messenger work and minor clerical work and does carpentry work in repairing cabinets, tables for the office.
- Drains and cleans canals, gutters and similar structures.
- Takes care of plants.
- Assists in the preparation of training and/or a conference room.
- Assists in sorting, binding and disseminating printed materials.
- Repairs damaged office furniture.
- Repairs minor defects of vehicle.
- Repairs minor electrical and lightning equipment.
- Drives vehicle when the service demands.
- Does related work.

