



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

5 JUNE 2020

DIVISION MEMORANDUM
No. 112, s. 2020

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

To: Officers-in-Charge
Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

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

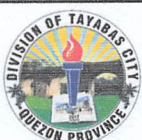
Position	No. of Position	Work Assignment
Administrative Aide VI	1	Division Office-Tayabas City

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


Position	Education	Experience	Training	Eligibility	Competency Requirement
Administrative Aide VI SG-6	Must be able to read and write/Elementary School Graduate; High School Graduate or completion of relevant vocational/trade course/Completion of two-year studies in college or High School Graduate with relevant vocational/ trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility	Behavioral Competency Core Skills/ICT Skills

3. Interested qualified applicants are advised to submit the following documents (photocopy) properly labelled, with ear tag, per criterion;

1. Application letter addressed to the Schools Division Superintendent
2. CSC Form 212-revised 2017 (Personal Data Sheet) must be computerized
3. Service Record and Copy of previous appointment
4. Authenticated Certificate of Board Rating/Eligibility
5. CAV of latest Transcript of Records and Diploma/Certificate on CAR



 Brgy. Poto, Tayabas City
 (042) 710-0329 or 797-0773

 tayabas.city@deped.gov.ph
 tayabas.depedr4a.net



6. NBI of Police Clearance
 7. PSA issued Marriage Contract/CENOMAR (if any)
 8. PSA issued Certificate of Live Birth
 9. Certificate of Trainings for the last three(3) years or after the recent promotion
 10. Required documents for evaluation as stipulated in the **DO # 66 s. 2007** for other Teaching; Related Teaching and Non-Teaching Positions
4. All applicants are advised to submit the documents for their outstanding accomplishments in a sealed envelope separate from their application which shall be opened during the scheduled evaluation of documents.
5. Applicants must ensure that their documents are accurate, complete, and are submitted on time. Late documents shall not be accepted. **Incomplete** documents shall not be entertained and no retrieval of folders shall be allowed once stamped "**Received**" by the office.
6. 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	June 17, 2020 4:30PM
Pre-evaluation of the applicant's qualification viz-aviz Qualification Standards	HRM Office	June 18-19, 2020
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the ASDS	June 22, 2020
Written and Oral Communication Test Evaluation of documents and interview of applicants HRMPSB deliberation and preparation of Comparative Assessment Results CAR)	SDO Conference Hall	June 23, 2020 1:30 PM
Submission to the office of SDS the Comparative Assessment Results (CAR)	Office of the SDS	June 24, 2020
Conduct of Background Investigation	Upon the request of the Appointing Authority	
Posting of Results	SDO Bulletin Board and 2 other conspicuous places	June 25, 2020

7. Applicants are requested to be physically present during the evaluation and interview if not please contact Ferex Zafranco @ 09286865373 for online evaluation.
8. Wide and immediate dissemination of this memorandum is desired.


ANIANO M. OGAYON, CESO V
Schools Division Superintendent

