



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

04 MAY 2023

DIVISION MEMORANDUM  
No. 214 s. 2023

**RECRUITMENT, SELECTION, EVALUATION AND RANKING OF APPLICANTS  
FOR ADMINISTRATIVE ASSISTANT III**

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 Assistant III. **DepEd Order No. 019, s. 2022 or the DepEd Merit Selection Plan and DepEd Order No. 007, s. 2023 or the Guidelines on Recruitment, Selection, and Appointment in the Department of Education** shall be used by the Human Resource Merit Promotion and Selection Board (HRMPSB) in the recruitment and selection process.
2. City Schools Division of the City of Tayabas strictly adheres to the Equal Opportunity Principle on Human Resource Management and Development and encourage all qualified and interested applicants to apply regardless of race, color, sex, religion, sexual orientation, gender identity, national origin, veteran, or disability status.
3. In line with this, all qualified and interested applicants are requested to submit their pertinent documents **properly labelled with ear tag** per criterion at the Personnel Services Unit through the Records Section of this division on or before **May 15, 2023 until 5:00 o'clock in the afternoon** and advised to register at <https://tinyurl.com/OnlineRegistrationADAS3> **AFTER** the submission of application. Moreover, see *enclosure 1* for the duties and responsibilities of the position to be filled.

Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	No. of Position	Place of Assignment (Plantilla)
Administrative Assistant III	OSEC-DECSB-ADAS3-270013-2015	SG 9	P 21, 211.00	1	Elementary School



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The qualification standards and competency requirements are as follows;

CSC Prescribed Qualification				
Education	Trainings	Experience	Eligibility	Competency Requirement
Completion of two (2) years in College	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Self-Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and written Communication

4. The following are the documentary requirements for the said position:

a. Letter of Intent addressed to the Schools Division Superintendent:

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent  
City Schools Division of the City of Tayabas

- b. Duly accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and work experience sheet which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph) ;
- c. Photocopy of valid and updated PRC License, if applicable;
- d. Photocopy of Authenticated Certificate of Eligibility / Rating or updated PRC ID License (must be Certified True Copy by the CSC) , if applicable;
- e. Photocopy of Authenticated scholastic / academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable;
- f. Photocopy of Certificate/s of Training, if applicable;
- g. Photocopy of Certificate of Employment or Contract of Service whichever is/are applicable with brief description of duties and responsibilities for applicant from private company and those on the Job Order / Contract-of-Service status;
- h. Updated Service Record
- i. Photocopy of latest appointment, if applicable;
- j. Photocopy of the Performance Rating in the last rating period (s) covering one (1) year or twelve (12) months performance in the current / latest position or previous job relevant to the position to be filled prior to the deadline of submission, if applicable;

j.1 *For Positions with Experience Requirement*

j.1.1 *Internal Applicants* – the performance rating required shall be the rating obtained from the applicant's current or previous job or position relevant to the position to be filled. However, as a mandatory requirement,



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the applicant is required to submit a performance rating at least Very Satisfactory (VS) in the last rating period prior to the date of assessment or screening.

j.1.2 *External Applicants* – the Certificate of Rating must be supported with the Performance Evaluation Tool and the applicant shall submit performance rating/s from current or previous work relevant to the position to be filled. Non-submission of performance rating/s gets a zero score for Performance criterion. No proxy measure shall be considered in the absence of the applicable performance rating.

j.2 *For Positions with No Experience Requirement*

j.2.1 Applicant to positions that do not require previous experience must submit the following:

- Certified True Copy of Board Examination Rating
- Career Service Eligibility Ratings.
- For General Services Positions that do not have Eligibility Requirement, the highest academic / grade level earned shall be required transmuted to a percentage scale.

j.2.2 Applicants with work experience applying to entry level positions or positions with no experience requirement must submit the latest performance rating/s covering one (1) year performance in the current or previous job or position.

- k. Two (2) original copies of duly accomplished Checklist of Requirements and Omnibus Sworn Statement and Data Privacy Consent Form, using the attached form (*Annex C of DO 007 s. 2023*) notarized by authorized official (*can be Barangay Captain or Notary Public*)
- l. Other documents or Means of Verification (MOVs) acquired from the date of last issuance of appointment as may be required by the HRMPSB for comparative assessment including but not limited to:

l.1 *Outstanding Accomplishments*

l.1.1 *For Awards and Recognitions*

- Citation or commendation (for General Services Positions)
- Academic or Inter-School Awards (for applicants for no or less than 1-year experience)
- Outstanding Employee Award (submit any issuance, memorandum or document showing the Criteria for the Search and Certificate of Recognition or Merit)

l.1.2 *For Research and Innovation*

- Proposal duly approved by the Head of Office or designated Research Committee per DO No. 16, s. 2017
- Accomplishment Report verified by the Head of Office
- Certification of utilization of the innovation or research duly signed by the Head of Office



- Certification of adoption of the Innovation or research duly signed by the Head of Office
- Proof of citation by other Researchers (whose study / research is approved by authorized body) of the concept/s developed in the research

1.1.3 *For Subject Matter Expert / Membership in National TWGs or Committee*

- Issuance or memorandum showing the membership in NTWG or committee
- Certificate of Participation or Attendance
- Output / Adoption by the organization/DepEd

1.1.4 *For Resource Speakership / Learning Facilitation*

- Issuance / memorandum / invitation / trainings matrix
- Certificate of Recognition / Merit / Commendation / Appreciation
- Slide Deck/s used and/or session guide/s

1.1.5 *NEAP Accredited Learning Facilitator*

- Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
- Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

1.2 *Application of Education* - contribution made by an applicant to their workplace as a result of their learnings from higher education units or degree/s earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position being applied for. The application of education must have led to significant positive results in the applicant's current or previous work.

1.2.1 *For Positions with experience requirement* – submission of documents as proof of intervention relevant to the position to be filled such as:

- Action Plan approved by the Head of Office
- Accomplishment Report verified by the Head of Office
- Certification of the Utilization / Adoption signed by the Head of Office

1.2.2 *For Positions with no experience requirement* – applicants must submit the GWA in the highest academic/grade level earned as evidenced by Transcript of Records/ Certificate of GWA/ Diploma/ Special Order from the Commission on Higher Education (CHED) or other certifications.



1.3 *Application of Learning and Development (L&D) –*

- Certificate of Training or Certification on any applicable L & D intervention acquired that is aligned with the Individual Development Plan (IDP) [For External Applicants, a certification form HR stating that the L & D intervention is aligned with the core tasks of the applicant in their current or previous position shall be required]
- Action Plan / Re-Entry Action Plan (REAP) / Job Embedded Learning (JEL), Impact Project applying the learnings from the L & D intervention done / attended duly approved by the Head of Office
- Accomplishment Report together with a General Certification that the L & D intervention was used / adopted by the office at the local level
- Accomplishment Report together with a General Certification that the L & D intervention was used / adopted by the office at the higher level

Note: Applicants are advised to submit the documents for their Outstanding Accomplishments, Application of Education and Application of Learning and Development (L&D) in a sealed envelope (**separate from their application**) which shall be opened during the scheduled evaluation of documents.

5. Individuals who failed to submit complete mandatory requirements (*refer to letters **a to k***) on the set deadline indicated in this memorandum shall not be included in the pool of official applicants.

6. In consonance with RA No. 8792 or the “Electronic Commerce Act of 2000”, online submission of electronic copies of documents may be allowed, subject to the submission of the hard copies upon request for purposes of verification.

7. **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.

8. Below is the timeline for the recruitment and selection process of the said position:

ACTIVITY	TIMELINE	VENUE
Deadline of Filing of application letter with complete supporting documents	May 15, 2023	Personnel Services Unit / SDO Records Section
Initial Evaluation of the Qualification of Applicants viz-a-viz Qualification Standards (QS)	May 16, 2023	Human Resource Management Office / Personnel Services Unit
Submission of Initial Evaluation Results (IER) to the HRMPSB for deliberation	May 18, 2023	SDO Conference Hall
Posting of the Initial Evaluation Results (IER)	May 19, 2023	DepEd Tayabas Bulletin Board, Website and Facebook Page
Comparative Assessment of Applicants [ <i>Evaluation of Documents, Behavioral Events Interview (BEI),</i>	May 22, 2023	SDO Conference Hall




Written Examination (WE) & Skills or Work Sample Tests (S/WST))		
HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	May 23, 2023	Office of the Assistant Schools Division Superintendent
Submission of CAR to the Appointing Authority	May 24, 2023	Office of the Schools Division Superintendent
Conduct of Background Investigation <i>Note: Upon the Request of the Appointing Authority</i>	-	-
Posting of Comparative Assessment Results	May 25, 2023	DepEd Tayabas Bulletin Board, Website and Facebook Page

9. Wide and immediate dissemination of this Memorandum is desired.

For:

**CELEDONIO B. BALDERAS, JR.**  
Schools Division Superintendent

By:

  
**ANTONIO P. FAUSTINO JR.**  
OIC – Assistant Schools Division Superintendent

Reference:

DepEd Order No. 019, s. 2022 and DepEd Order No. 007, s. 2023



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Enclosure 1

KEY RESULTS AREA (KRA)	DUTIES AND RESPONSIBILITIES
<b>Personnel Administration</b>	<p><b>Recruitment and Selection</b> Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions:</p> <ul style="list-style-type: none"> <li>a. recruitment and selection of applicants in the school assigned</li> <li>b. promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment</li> <li>c. Prepare ERF of qualified teachers and submit to SDO for processing</li> </ul>
	<p><b>Personnel Records</b></p> <ul style="list-style-type: none"> <li>a. Update regularly 201 files and maintain database of personal information of school personnel</li> <li>b. Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated</li> <li>c. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7)</li> <li>d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto</li> <li>e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS</li> <li>f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned</li> <li>g. Maintain the confidentiality of personal information of school personnel to which he/she has legal access.</li> <li>h. Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG, CSC, and other agencies/entities on the implementation of policies and guidelines relevant to personnel.</li> </ul>
	<p><b>Compensation and Benefits</b></p> <ul style="list-style-type: none"> <li>a. Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc)</li> <li>b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification</li> <li>c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO</li> </ul>
	<p><b>Other HR-related functions</b></p> <ul style="list-style-type: none"> <li>a. Update school personnel of the latest HR-related policies</li> <li>b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school</li> <li>c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices</li> </ul>



	<p>implementation in the school</p> <p>d. Prepare and submit HR-related reports to school head/HRMO</p> <p>e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines</p> <p>f. Facilitate submission and approval by the SDS of Permit to Study/Practive of Profession, Authority to Travel, and other school requests for school personnel.</p>
<b>Property Custodianship</b>	<p>a. Facilitate procurement of supplies, materials, equipment, etc of the school based on approved SIP/AIP or as directed by the schoolhead</p> <p>b. Ensure that supplies, materials, equipment, textbooks, and other learning resource materials are stored properly in a secured facility.</p> <p>c. Keep an updated inventory of all supplies, materials, equipment, textbooks, and other learning resource materials</p> <p>d. Issue supplies, materials, equipment, textbooks, and other learning resource materials to requesting teaching and non-teaching personnel of the school.</p> <p>e. Prepare and submit reports on all property accountability of the school.</p>
<b>General Administrative Support</b>	<p>a. Assist the schoolhead in the preparation of School Form 7 (SF 7)/loading of teachers</p> <p>b. Assist the school planning team in the prepartion of SIP/AIP</p> <p>c. Provide general administrative support to schoolhead and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.</p> <p>d. Perform other functions as may be assigned by the immediate supervisor</p>



## CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_

Application Code: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Office of the Position Applied For: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Religion: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Person with Disability: Yes ( ) No ( )

Solo Parent: Yes ( ) No ( )

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the IIRMO/IIR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest Human Resource Officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet (if applicable)			
c. Photocopy of valid and updated PRC License / ID (if applicable)			
d. Photocopy of Certificate of Eligibility / Report of Rating (if applicable)			
e. Photocopy of scholastic / academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units / degrees (if applicable)			
f. Photocopy of Certificate/s of Training (if applicable)			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment (if applicable)			
i. Photocopy of the Performance Ratings in the Last Rating period(s) covering one (1) year performance prior to the deadline of submission (if applicable)			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

\_\_\_\_\_  
Human Resource Management Officer

## OMNIBUS SWORN STATEMENT

## CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

## DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for the purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

\_\_\_\_\_  
Name and Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_.

\_\_\_\_\_  
Person Administering Oath