



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

5 OCTOBER 2020

DIVISION MEMORANDUM
No. 253 s. 2020

**RECRUITMENT AND SELECTION OF APPLICANTS FOR ADMINISTRATIVE ASSISTANT III,
ADMINISTRATIVE ASSISTANT II AND 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. 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 | No. of Position | Work Assignment |
|------------------------------|-----------------|--|
| Administrative Assistant III | 1 | SDO Tayabas |
| Administrative Assistant II | 2 | Buenaventura Alandy National High School |
| Administrative Aide VI | 1 | SDO Tayabas |

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

| Position | Education | Experience | Training | Eligibility | Competency Requirement |
|------------------------------|--|--|------------------------------|---|---|
| Administrative Assistant III | 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 experience in finance and administrative related services such as accounting, budgeting, and payroll processing | 4 hours of relevant training | Career Service (Sub-Professional)/ First Level Eligibility | Behavioral Competency Core Skills/ ICT Skills |
| Administrative Assistant II | Must be able to read and write/ Elementary School Graduate High School Graduate or | 1 year experience in finance and administrative related services such as accounting, budgeting, and | 4 hours of relevant training | Career Service (Sub-Professional)/ First Level Eligibility | Behavioral Competency Core Skills/ ICT Skills |



Brgy. PotoI, Tayabas City



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| | | | | | |
|------------------------|--|---|------------------------------|--|--|
| | completion of relevant vocational/ trade course Completion of two-year studies in College or High School Graduate with relevant vocational/ trade course | payroll processing | | | |
| Administrative Aide VI | 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 in providing administrative support in Property and Supply Office in the conduct of the inventory, maintenance and delivery of physical properties, supplies, materials, and equipment, | 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. Two (2) copies of computerized CSC Form 212 revised 2017 (Personal Data Sheet)
3. Performance Rating in the last 2 years rating period (if applicable)
4. Certificate of Employment and or/ Service Record
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 (3) years or after the recent promotion.
8. Latest approved appointment
9. Required documents for evaluation as stipulated in the DO # 66, s. 2007 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 | October 12, 2020 |
| Pre-evaluation of the applicant's qualification viz-aviz Qualification Standards | HRM Office | October 13-16, 2020 |
| Submission of QS Evaluation to the HRMPSB for deliberation | Office of the SDS | October 19, 2020 |
| Written and Oral Communication Test of applicants for Administrative Assistant III Evaluation of documents and interview of applicants for Administrative Assistant III | SDO Conference Hall | October 21, 2020 |
| Written and Oral Communication Test of applicants for Administrative Assistant II Evaluation of documents and interview of applicants for Administrative Assistant II | | October 22, 2020 |
| Written and Oral Communication Test of applicants for Administrative Aide VI Evaluation of documents and interview of applicants for Administrative Aide VI | SDO Conference Hall | October 23, 2020 |
| HRMPSB deliberation and preparation of Comparative Assessment Results (CAR) | Office of the ASDS | October 26, 2020 |
| Submission to the office SDS the Comparative Assessment Result (CAR) | Office of the SDS | October 28, 2020 |
| Conduct of Background Investigation | Upon the request of the Appointing Authority | |
| Posting of Results | SDO Bulletin Board and 2 conspicuous places | October 30, 2020 |

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.

ANIANO M. OGAYON, CESO V
Schools Division Superintendent



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