



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

07 June 2023

DIVISION MEMORANDUM
No. 276 s. 2023

**RECRUITMENT, SELECTION, EVALUATION AND RANKING OF APPLICANTS
FOR ADMINISTRATIVE OFFICER IV (RECORDS OFFICER II)**

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 Officer IV (Records Officer II)** position. The Human Resource Merit Promotion and Selection Board (HRMPSB) will use **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** in the recruitment and selection process.

2. City Schools Division of the City of Tayabas strictly adheres to the Equal Opportunity Principle (EOP) 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 interested applicants are requested to submit all the needed documents indicated in DO No. 007, s. 2023 (**see attached Annex A**) **properly labelled with ear tag** per criterion at the Personnel Services Unit through the Records Section of this division on or before **June 19, 2023 until 5:00 o'clock in the afternoon** and advised to register at <https://tinyurl.com/2023depeditayabasapplicants> **AFTER** the submission of application. Moreover, see **Annex B** 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 Office IV (Records Officer)	OSEC-DECSB-ADOF4-270016-2022	SG 15	P 36, 619.00	1	Office of the Schools Division Superintendent (OSDS)

5. **For fairness and equality among interested applicants**, submission of documents and/or additional credentials made **after the due date will not be**



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accepted, unless otherwise, this Office requests so for verification purposes of submitted documents and/or announces the extension of recruitment process.

6. The qualification standards and competency requirements of the said position are as follow:

CSC Prescribed Qualifications				
Education	Trainings	Experience	Eligibility	Competency Requirement
Bachelor's Degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service Professional (Second Level Eligibility)	Self-management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and Written communication
CSC Preferred Qualifications				
Education	Trainings	Experience	Eligibility	Competency Requirement
As stated	40 hours relevant training	4 years relevant experience	As stated	As stated


7. 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	June 19, 2023	Personnel Services Unit / SDO Records Section
Initial Evaluation of the Qualification of Applicants viz-a-viz Qualification Standards (QS)	June 20-21, 2023	Human Resource Management Office / Personnel Services Unit
Submission of Initial Evaluation Results (IER) to the HRMPSB for deliberation	June 23, 2023	Office of the Assistant Schools Division Superintendent
Posting of the Initial Evaluation Results (IER)	June 23, 2023	DepEd Tayabas Bulletin Board, Website and Facebook Page
Comparative Assessment of Applicants [Evaluation of Documents, Behavioral Events Interview (BEI), Written Examination (WE) & Skills or Work Sample Tests (S/ WST)]	June 26, 2023	SDO Conference Hall
HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	June 27, 2023	Office of the Assistant Schools Division Superintendent
Submission of CAR to the Appointing Authority	June 28, 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	June 30, 2023	DepEd Tayabas Bulletin Board, Website and Facebook Page

8. Wide and immediate dissemination of this memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: As stated

Reference: DepEd Order 019, s. 2022

DepEd Order 007, s. 2023

To be indicated in the Perpetual Index
under the following subjects:

N/A

OSDS Personnel Unit – recruitment, selection, evaluation and ranking of applicants for Administrative
Officer IV (Records Officer II)
None/June 6, 2023



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Annex A

**CHECKLIST OF REQUIREMENTS FOR ADMINISTRATIVE OFFICER IV
(As per DepEd Order No. 007, s. 2023)**

1. Letter of intent addressed to the Schools Division Superintendent;
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with attached Work Experience Sheet which can be downloaded at www.csc.gov.ph;
3. Photocopy of the updated PRC ID License (must be Certified True Copy by the PRC), if applicable;
4. Photocopy of Certified true copy of Transcript of Records and Certification of Complete Academic Requirements (if applicable);
5. Updated Service Record;
6. Certificate of Employment;
7. Certificate of Training/s attended, if applicable;
8. Checklist of requirements and omnibus sworn statement notarized by authorized official (*can be Barangay Captain or Notary Public*)

Note: The form can be downloaded at <https://tinyurl.com/checklistandsworn>

Other documents as required in DepEd Order 007, s. 2023:

9. Performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position (if applicable);

Note: For positions with experience requirement:

The performance rating for internal applicants shall be the rating obtained from the applicant's current or previous job or position that is relevant to the position to be filled. However, as a mandatory requirement, the applicant shall also be required to submit a performance rating of at least Very Satisfactory (VS) in the last rating period prior to the date of assessment or screening.

10. Outstanding Accomplishment acquired or earned after the last promotion (if any);
 - 10.1. Awards and recognition
 - 10.1.1. Outstanding Employee Award
 - 10.1.1.1. Any issuance, memorandum or document showing the Criteria for the Search
 - 10.1.1.2. Certificate of Recognition/Merit
 - 10.1.2. Awards as Trainer/Coach
 - 10.1.2.1. Any issuance, memorandum or document designating the applicant as trainer/coach.
 - 10.1.2.2. Certificate of Recognition/Appreciation as Trainer/ Coach of a Winning Contestant/Event/Activity
 - 10.2. Research and Innovation
 - 10.2.1. Proposal duly approved by the Head of Office or designated Research Committee per DO No. 16, s. 2017
 - 10.2.2. Accomplishment report verified by the Head of Office
 - 10.2.3. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office



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- 10.2.4. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
- 10.2.5. Proof of citation by other researchers (whose study/research whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research
- 10.3. Subject Matter Expert / Membership in National TWG or Committees (relevant to the position being applied for)
 - 10.3.1. Issuance or Memorandum showing the membership in National TWG or Committee;
 - 10.3.2. Certificate of Participation or Attendance; and
 - 10.3.3. Output/Adoption by the Organization/DepEd
- 10.4. Resource Speakership/Learning Facilitation
 - 10.4.1. Issuance/Memorandum/Invitation/Training Matrix;
 - 10.4.2. Certificate of Recognition/Merit/Commendation/Appreciation;
 - 10.4.3. Slide deck/s used and/or Session guide/s
- 10.5. NEAP Accredited Learning Facilitator
 - 10.5.1. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
 - 10.5.2. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office
- 11. 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.
Note: For positions with experience requirement:
Relevant Intervention:
 - 11.1. Action Plan approved by the Head of Office
 - 11.2. Accomplishment Report verified by the Head of Office
 - 11.3. Certification of the utilization/adoption signed by the Head of Office
- 12. Applications of Learning and Development (L&D)**
 - 12.1. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP);
 - 12.2. 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;
 - 12.3. Accomplishment report together with a General Certification that the L&D intervention was used/adopted by the Office at the local level;
 - 12.4. Accomplishment report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.
- 13. Latest approved appointment (if any).**

Annex B

KRA	DUTIES & RESPONSIBILITIES
RECORDS MANAGEMENT SYSTEM	<ul style="list-style-type: none"> • Establish, implement and maintain a systematic and scientific records management system and control the creation, use, transmission, retention, maintenance, storage, retrieval, preservation and disposition of operational records. • Implement means of recording or preserving of information on paper, print, tape, scanning, micro fiche or any transmitting medium as needed. • Implement policies and guidelines on records disposition to determine the ultimate fate of various records. • Assist in the preparation and maintenance of a continuing program for the management, preservation and disposition of records. • Establish and maintain a configuration for a clean and orderly records storage room that will ensure safety and security of records but easy access and retrieval as needed.
RECEIVING AND RELEASING	<ul style="list-style-type: none"> • Check and classify official issuances and communications for recording before release and/or filing to be able to properly track released documents. • Monitor critical documents received for the SDO for recording, routing, and tracking to be able to respond to management's queries on such documents. •
DOCUMENTATION AUTHENTICATION AND VERIFICATION	<ul style="list-style-type: none"> • Receive request for document authentication and verification as well as copy of the document then implement protocol for verifying and authenticating copies of documents and provide feedback to requesting entity by providing authenticated copies of documents or reason why document can't be authenticated. • Represents the agency in court to comply with subpoenas duces tecum.
REPORTING	<ul style="list-style-type: none"> • Assist AO V in the preparation of annual reports and other required administrative reports. • Provide details and mechanics relevant to the schools division, for the process of conducting an annual inventory of records to determine physical condition of records and identify those for retention, maintenance, storage, preservation and disposition. • Prepare report on the conduct and findings of the annual inventory of records and submit recommendations for retention, maintenance, storage, preservation and disposition.
TECHNICAL ASSISTANCE	<ul style="list-style-type: none"> • Conduct training/ orientation on records management to staff in the school's division, schools and learning centers.

	<ul style="list-style-type: none">• Provide technical assistance and interventions to support effective records management in the schools and learning centers in the school's division.
UNIT PERFORMANCE	<ul style="list-style-type: none">• Assist AO V in planning, directing and supervising activities of Administrative Services.• Determine and implements the (Record) unit's operational plans, identifies and acquires resource requirements.• Provide feedback on the performance of the Administrative Aide assigned to Records.