



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

29 April 2026

DIVISION MEMORANDUM
 No. 287 s. 2026

RECRUITMENT, SELECTION, EVALUATION AND RANKING OF APPLICANTS TO ADMINISTRATIVE ASSISTANT III VACANT POSITION

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Heads, Public Elementary and Secondary Schools
 Heads, Units/Sections
 All Others Concerned

1. The field is hereby informed of the division-wide recruitment and selection of interested applicants to **Administrative Assistant III** vacant position. The Human Resource Merit Promotion and Selection Board (HRMPSB) will use **DepEd Order No. 019, s. 2022** or the **DepEd Merit Selection Plan, DepEd Order No. 007, s. 2023** or the **Guidelines on Recruitment, Selection, and Appointment in the Department of Education** and **DepEd Order No. 021, s. 2024** or the **Amendments to DepEd Order No. 007, s. 2023** in the recruitment and selection process.

Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	No. of Positions	Place of Assignment (Plantilla)
Administrative Assistant III	OSEC-DECSB-ADAS3-270013-2015	SG 9	P 24, 329.00	1	Office of the Schools Division Superintendent

2. City Schools Division of the City of Tayabas strictly adheres to the Equal Opportunity Principle (EOP) on Human Resource Management and Development and encourages 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 **DepEd Order No. 007, s. 2023 (see attached Annex A)** properly labelled with ear tags per criterion at the Personnel Services Unit through the Records Section of this division or via e-mail at tayabas.city@deped.gov.ph on or before **May 11, 2026 until 5:00 o'clock in the afternoon**. However, if the last day falls on a declared holiday or a day with suspended work in this office, the deadline for submission will be moved to the next working day. Moreover, see **Annex B** for the duties and responsibilities of the position to be filled.



Address: Brgy. Potol, Tayabas City
 Telephone No.: (042) 785-9615
 Email Address: tayabas.city@deped.gov.ph
 Website: <https://www.sdotayabascity.ph>

4. In the interest of fairness to all applicants and in strict adherence to the prescribed process, **the submission of documents and/or additional credentials after the deadline will not be accepted**, unless this Office specifically requests such submissions for verification purposes or officially announces an extension of the recruitment process. Likewise, applicants who fail to submit the complete mandatory requirements by the specified deadline shall not be included in the pool of official applicants.

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

CSC Prescribed Qualifications				
Education	Trainings	Experience	Eligibility	Competency Requirement
Completion of two (2) years studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	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

6. 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 11, 2026	Personnel Administration Services Unit / SDO Records Section
Initial Evaluation of the Qualification of Applicants viz-a-viz Qualification Standards (QS)	May 12-14, 2026	Personnel Administration Services Unit
Submission of Initial Evaluation Results (IER) to the HRMPSB for deliberation	May 18, 2026	Office of the Assistant Schools Division Superintendent
Posting of the Initial Evaluation Results (IER)	May 18, 2026	DepEd Tayabas Bulletin Board, Website and Facebook Page

Comparative Assessment of Applicants [<i>Evaluation of Documents, Behavioral Events Interview (BEI), Written Examination (WE) & Skills or Work Sample Tests (S/ WST)</i>]	May 19, 2026	Office of the Assistant Schools Division Superintendent
HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	May 20, 2026	Office of the Assistant Schools Division Superintendent
Submission of CAR to the Appointing Authority	May 20, 2026	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 21, 2026	DepEd Tayabas Bulletin Board, Website and Facebook Page

Note: The Scheduled Timeline of Activities is subject to change based on the number of applications received.

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

CELEDONIO B. BALDERAS JR.
 Schools Division Superintendent

Encl: As stated

References: DepEd Order 019, s. 2022
 DepEd Order 007, s. 2023

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

RSP
 ADMINISTRATIVE ASSISTANT III
 DIVISION MEMORANDUM

OSDS Personnel Unit – recruitment, selection, evaluation and ranking of applicants to administrative assistant iii vacant position
 PER263EP-002635/April 29, 2026

Annex A

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

Mandatory requirements

1. Two (2) original copies of the duly accomplished Checklist of Requirements and Omnibus Sworn Statement, sworn before any public officer authorized to administer oaths (e.g., Barangay Captain);

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

2. Letter of intent addressed to the Schools Division Superintendent;

CELEDONIO B. BALDERAS JR.

Schools Division Superintendent

3. Fully accomplished **Personal Data Sheet (PDS)** with recent passport-sized picture (**CS Form No. 212, Revised 2025**) with attached **Work Experience Sheet** which can be downloaded at www.csc.gov.ph;

4. Photocopy of the updated PRC ID License (must be Certified True Copy by the PRC) for RA 1080-relevant eligibility; or Certified True Copy of the CSC Certificate of Eligibility or screen capture of the CSC eligibility using the Civil Service Eligibility Verification System (for CSC eligibility);

5. Photocopy of the Certified True Copy of Transcript of Records for Bachelor's Degree and Diploma;

6. Photocopy of Certified True Copy of Transcript of Records and Certification of Units Earned issued by the School Registrar of the following, if applicable;

6.1. Masteral Degree (if any);

6.2. Doctoral Degree (if any);

7. Photocopy of Certificate(s) of relevant training attended within the last five years, acquired after the last date of promotion, if applicable;

7.1. Additional Means of Verification (MOVs) for trainings attended

8. Updated Service Record;

9. 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;

Other documents as required in DepEd Order 007, s. 2023 (acquired after the date of last appointment)

10. Performance rating covering one (1) year complete performance rating period acquired in the current or previous job or position relevant to the position prior to the date of submission (if applicable);

Note: Performance ratings must be derived from the authorized performance evaluation tool; a certificate of rating alone will not be accepted. In the absence of the applicable performance evaluation tool, no proxy measures shall be considered.

Note: For positions with experience requirement:

a. For internal applicants:

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.

b. For external applicants:

For external applicants, the certificate of rating must be supported with the performance evaluation tool. He/She shall submit performance rating/s from current or previous work that is relevant to the position to be filled. Non-submission of performance rating/s for any reason gets a zero score for performance criterion. No proxy measure shall be considered in the absence of the applicable performance rating.

Note: For positions with NO experience requirement:

a. Applicants to positions that do not require previous experience must submit any of the following:

- Certified true copy of Board exam rating;
- Certified true copy of CS exam rating;
- General Weighted Average (GWA) in the highest grade level

attained transmuted to a percentage scale (for General Services positions; for positions with no eligibility requirement)

b. An applicant with prior experience who applies to a position that do not require experience, his performance rating shall be the basis for giving points.

11. Outstanding Accomplishment acquired or earned after the last promotion (if any);

11.1. Awards and recognition (All listed MOVs shall be submitted to earn points)

11.1.1. Citation or Commendation (This shall apply only to General Services Positions)

11.1.1.1. Letter of Citation or Commendation from previous employer

11.1.2. Awards as Trainer/Coach (This shall apply only to School Administration Positions)

11.1.2.1. Any issuance, memorandum or document designating the applicant as trainer/coach.

11.1.2.2. Certificate of Recognition/Appreciation as Trainer/ Coach of a Winning Contestant/Event/Activity

11.1.3 Outstanding Employee Award

11.1.3.1 Any issuance, memorandum or document showing the Criteria for the Search

11.3.1.2 Certificate of Recognition/ Merit

11.1.4 Academic or Inter-School Awards (This shall apply only to applicants with no or less than 1 year work experience)

11.1.4.1 Academic or inter-school award or;

11.1.4.2 Ten Outstanding Students of the Philippines (TOSP) Award or;

11.1.4.3 Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination

11.2. Research and Innovation

11.2.1. Proposal duly approved by the Head of Office or designated Research Committee per DO No. 16, s. 2017

11.2.2. Accomplishment report verified by the Head of Office

- 11.2.3. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office
- 11.2.4. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office
- 11.2.5. 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
- 11.3. Subject Matter Expert / Membership in National TWG or Committees** (relevant to the position being applied for)
 - 11.3.1. Issuance or Memorandum showing the membership in National TWG or Committee;
 - 11.3.2. Certificate of Participation or Attendance; and
 - 11.3.3. Output/Adoption by the organization/DepEd
- 11.4. Resource Speakership/Learning Facilitation** (*All listed MOVs shall be submitted to earn points*)
 - 11.4.1. Issuance/Memorandum/Invitation/Training Matrix;
 - 11.4.2. Certificate of Recognition/Merit/Commendation/Appreciation;
 - 11.4.3. Slide deck/s used and/or Session guide/s
- 11.5. NEAP Accredited Learning Facilitator**
 - 11.5.1. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office
 - 11.5.2. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

12. 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:

- 12.1. Action Plan approved by the Head of Office
- 12.2. Accomplishment Report verified by the Head of Office
- 12.3. Certification of the utilization/adoption signed by the Head of Office

Note: For positions with NO experience requirement:

Applicants to positions that do not require previous work experience 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.

13. Applications of Learning and Development (L&D)

- 13.1. 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 from HR stating that the L & D intervention is aligned to the core tasks of the incumbent or previous position shall be required;
- 13.2. 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;
- 13.3. Accomplishment report together with a General Certification that the L&D intervention was used/adopted by the Office at the local level;

13.4. Accomplishment report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.

14. Latest approved appointment (if any).

Note: During the deliberation process, the applicants shall bring their original copies of documents for validation. Failure to show the original documents shall nullify the points of the criterion where it represents.

Annex B

Job Summary

- To provide prompt and quality support service to the SDS by implementing administrative systems, procedures, and monitoring administrative projects in order for the SDS to perform his/her duties efficiently.

KEY RESULTS AREA (KRA)	DUTIES & RESPONSIBILITIES
Office Schedules	<ul style="list-style-type: none"> • Schedules/ calendars meetings/ appointments of the SDS with other offices/ Staff by calendaring, following up and confirming attendance of both parties.
Communications / Documents	<ul style="list-style-type: none"> • Reviews documents received and prepares referral slips by identifying contents of documents for action of the SDS or routing document to the concerned office or person.
Guests Reception	<ul style="list-style-type: none"> • Entertains visitors/guests of the Director/ Directorate by attending to their needs promptly thus lessening the time demand on the Director.
Records / Files	<ul style="list-style-type: none"> • Identifies/ sorts official documents, correspondence per programs/ projects as to confidentiality and importance for proper labeling/ filing and safekeeping for future reference.
Personnel Matters	<ul style="list-style-type: none"> • Monitors daily attendance of employees/ staff in the Directorate by recording daily attendance and comparing time card versus logbook
Technical / Administrative Support	<ul style="list-style-type: none"> • Prepares minutes of meetings/ agenda attended and conducted by the Office of the SDS by recording and transcribing the encoding agreements made and disseminate it to the attendees for future reference and follow through of agreements. • Facilitates travel documents (local and abroad) of the Director by preparing travel authority, itinerary and other required documents and making such available for the Director on or before travel date. • Facilitates supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and abroad), reimbursements, liquidation reports of the Director/ directorate by preparing required documents/ forms. • Prepares PowerPoint presentation drafted by the SDS for use in the scheduled speaking engagement. • Provides administrative support/ logistics needs in the implementation of the Office programs/ projects/ activities initiated by the Director/ Directorate through collection/ consolidation of participants' attendance and directory, consolidation of PPA's output, preparation of supplies/ materials/ equipment.