



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

16 May 2025

DIVISION MEMORANDUM
No. **306** s. 2025

**RECRUITMENT, SELECTION, EVALUATION AND RANKING OF APPLICANTS TO
ADMINISTRATIVE OFFICER II VACANT POSITIONS**

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 Officer II** vacant positions. 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.

| Position Title | Plantilla Item No. | Salary Grade | Monthly Salary | No. of Positions | Place of Assignment (Plantilla) |
|---------------------------|--|--------------|----------------|------------------|--|
| Administrative Officer II | OSEC-DECSB-ADOF2-270104-2025 OSEC-DECSB-ADOF2-270105-2025 OSEC-DECSB-ADOF2-270106-2025 | SG 11 | P 30,024 | 3 | Elementary Schools |
| Administrative Officer II | OSEC-DECSB-ADOF2-270109-2025 | SG 11 | P 30,024 | 1 | Secondary- Dapdap Integrated School |
| Administrative Officer II | OSEC-DECSB-ADOF2-270108-2025 | SG 11 | P 30,024 | 1 | Secondary- Rosario Quesada Integrated National High School |
| Administrative Officer II | OSEC-DECSB-ADOF2-270107-2025 | SG 11 | P 30,024 | 1 | Secondary- West Palale National High School |

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 26, 2025 until 5:00 o'clock in the afternoon**. Moreover, see **Annex B** for the duties and responsibilities of the position to be filled.
4. Applicant must clearly indicate in his/her intent letter the specific place of assignment he/she intends to apply to (Elementary, Dapdap Integrated School, Rosario Quesada Integrated National High School or West Palale National High School)
5. **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. Likewise, individuals who failed to submit complete mandatory requirements on the set deadline indicated in the official memorandum shall not be included in the pool of applicants.
6. The qualification standards and competency requirements of the said position are as follows:

| CSC Prescribed Qualifications | | | | |
|---------------------------------------|---------------|---------------|--|--|
| Education | Trainings | Experience | Eligibility | Competency Requirement |
| Bachelor's Degree relevant to the job | None Required | None Required | Career Service Professional (Second Level Eligibility) | Self-Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and Written communication |

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 | May 26, 2025 | Personnel Administration Services Unit / SDO Records Section |

| | | |
|---|-----------------|---|
| Initial Evaluation of the Qualification of Applicants viz-a-viz Qualification Standards (QS) | May 27-30, 2025 | Personnel Administration Services Unit |
| Submission of Initial Evaluation Results (IER) to the HRMPSB for deliberation | June 2, 2025 | Office of the Assistant Schools Division Superintendent |
| Posting of the Initial Evaluation Results (IER) | June 2, 2025 | 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>] | June 4, 2025 | Office of the Assistant Schools Division Superintendent |
| HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR) | June 5, 2025 | Office of the Assistant Schools Division Superintendent |
| Submission of CAR to the Appointing Authority | June 5, 2025 | 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 6, 2025 | 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:

RSP
ADMINISTRATIVE OFFICER II
DIVISION MEMORANDUM

OSDS Personnel Unit – recruitment, selection, evaluation and ranking of applicants to administrative officer ii vacant positions
PERSB631-001496/May 16, 2025

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);
Notarization will no longer be required to relieve applicants of unnecessary costs.
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 2017) 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)/ Certified True Copy of the CSC Certificate of Eligibility or screen capture of the CSC eligibility using the Civil Service Eligibility Verification System;
5. Photocopy of the Certified True Copy of Transcript of Records for Bachelor's Degree;
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: 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)*

11.1.1. Outstanding Employee Award

11.1.1.1. Any issuance, memorandum or document showing the Criteria for the Search

11.1.1.2. Certificate of Recognition/Merit

11.1.2. Awards as Trainer/Coach

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

11.2. 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)*

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

| KEY RESULTS AREA (KRA) | DUTIES & RESPONSIBILITIES |
|-------------------------------------|---|
| Personnel Administration | <p>Recruitment and Selection 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"> a. recruitment and selection of applicants in the school assigned. 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. c. Prepare ERF of qualified teachers and submit to SDO for processing. <p>Personnel Records</p> <ul style="list-style-type: none"> a. Update regularly 201 files and maintain database of personal information of school personnel. 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. c. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7). d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto. e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS. f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned. g. Maintain the confidentiality of personal information of school personnel to which he/she has legal access. 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. <p>Compensation and Benefits</p> <ul style="list-style-type: none"> 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.) b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification. c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO. <p>Other HR-related functions</p> <ul style="list-style-type: none"> a. Update school personnel of the latest HR-related policies. |

| | |
|---------------------------------------|---|
| | <p>b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school.</p> <p>c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices 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/Practice of Profession, Authority to Travel, and other school requests for school personnel.</p> |
| Property Custodianship | <p>a. Facilitate procurement of supplies, materials, equipment, etc. of the school based on approved SIP/AIP or as directed by the school head.</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> |
| General Administrative Support | <p>a. Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers.</p> <p>b. Assist the school planning team in the preparation of SIP/AIP.</p> <p>c. Provide general administrative support to school head 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 School Head.</p> |
| Financial Management | <p>a. Assist the School Head on the preparation of the following documents such as but not limited to:</p> <ul style="list-style-type: none"> • Cash disbursement register • Authority to debit/credit account • Liquidation reports including supporting documents <p>b. For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies.</p> <p>c. Facilitate submission of all financial documents to the SDO and/or bank, if necessary.</p> <p>d. Provide assistance to other financial-related task of the School Head.</p> <p>e. Perform other functions as may be assigned by the School Head.</p> |