



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

27 JUN 2022

DIVISION MEMORANDUM
No. 394 s. 2022

**RECRUITMENT AND SELECTION OF APPLICANTS FOR
ADMINISTRATIVE OFFICER IV**

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. All qualified and interested applicants are requested to submit their pertinent documents on or before **JULY 07, 2022** at the office of the Personnel Services Unit through Records Unit. The **DepEd Order No. 66, s. 2007** – Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions and the **Regional Memorandum No. 434 s. 2017** – Internal Guidelines for the Implementation of DepEd Order No. 66, s. 2007 shall be used by the Human Resource Merit Promotion and Selection Board (HRMPSB) in the recruitment and selection process.

All qualified and interested applicants may submit regardless of race, color, sex, religion, sexual orientation, gender identity, national origin, veteran, or disability status.

Position Title/Parentetical Title	Salary Grade	No. of Position	Place of Assignment (Plantilla)
Administrative Officer IV (Records Officer II)	SG 15	1	Office of the Schools Division Superintendent (OSDS)
Administrative Officer IV (Supply Officer II)	SG 15	1	Office of the Schools Division Superintendent (OSDS)



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

CSC Prescribed Qualification				
Education	Trainings	Experience	Eligibility	Competency Requirement
Bachelor's Degree relevant to the job	4 hours of 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
Preferred Qualification				
Education	Trainings	Experience	Eligibility	Competency Requirement
Same as above	40 hours of relevant training	4 years relevant experience	Same as above	Self-Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and Written communication, and Computer literate using different platforms

3. Interested qualified applicants are advised to register at <https://tinyurl.com/depedtayabasonlineapplication> and submit **certified true copies** of the following documents **properly labelled, with ear tag** per criterion at the Records Section:

1. Letter of Intent addressed to the Schools Division Superintendent, NATIVIDAD P. BAYUBAY, CESO VI. Kindly indicate the parenthetical title (Records Officer II or Supply Officer II) to which you intend to apply.
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-size picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at www.csc.gov.ph
3. Photocopy of duly signed Performance rating in the present position for the last 3 rating periods
4. Photocopy of updated Service Record
5. Photocopy of Certificate of Employment with brief description of duties and responsibilities
6. Photocopy of authenticated CSC Certification of Eligibility/ Photocopy of updated PRC ID License (must be Certified True Copy by the PRC)
7. Photocopy of Authenticated Transcript of Records, Certification of Complete Academic Requirements (if applicable)



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8. Certificate of Participation in a specialized training (e.g. Scholarship programs, short courses, study grants)
9. Certificate of Training/s attended for the last five (5) years or after the recent promotion which show/s that the applicant has obtained the following criterion:
 - a. participant in three (3) or more training activities in each level conducted for at least three (3) days and not credited during the last promotion (District level, Division level, Regional level), and/or;
 - b. participant in one (1) training conducted for at least three (3) days and not credited during the last promotion (National level, International level).
10. Latest approved appointment (if any);
11. Outstanding Accomplishment (if any);
 - a. Outstanding Employee Award
 - b. Innovation/s (Innovative work plan properly documented, approved by immediate chief and attested by authorized regional/division official;
 - c. Research and Development Projects
 - d. Certificate as Consultant/Resource Speaker Trainings/ Seminars/ Workshops/Symposia
 - e. Publication/Authorship

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. **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.
5. **Only those applicants who meet the minimum Qualification Standard shall proceed for further assessment/evaluation as stipulated in the DepEd Order No. 29, s. 2002 entitled "Merit Selection Plan of the Department of Education."**
6. Below is the timeline for the recruitment and selection process.

Activities	Venue	Schedule
Deadline of Filing of application letter with complete supporting documents.	SDO Records Unit/Receiving Section	July 7, 2022
Pre-evaluation of the applicant's qualification viz-a-viz Qualification Standards	HRM Office	July 8, 2022
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the SDS	July 11, 2022



Written and Oral Communication Test of applicants Evaluation of documents and interview of applicants	SDO Conference Hall	July 13, 2022
HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)		July 15, 2022
Submission to the office SDS the Comparative Assessment Result (CAR)	SDO Conference Hall	July 19, 2022
Conduct of Background Investigation	Upon the request of the Appointing Authority	
Posting of Results	DepEd Tayabas Bulletin board, website and FB page	July 22, 2022

7. All applicants are requested to be present during the evaluation and interview. For further inquiries, please email us at recruitment@depedtayabas.com.
8. Wide and immediate dissemination of this memorandum is desired.

For:

NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent

By:

ANTONIO P. PAUSTINO JR.
OIC- Assistant Schools Division Superintendent



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**DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICER IV
(Records Officer II)**

KRA	Duties and 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. • Verify and certify documents emanating from the SDO or documents in possession
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



	<ul style="list-style-type: none"> • 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 schools division, schools and learning centers. • Provide technical assistance and interventions to support effective records management in the schools and learning centers in the schools 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

**DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICER IV
(Supply Officer II)**

KRA	Duties and Responsibilities
POLICIES, STANDARDS, GUIDELINES, SYSTEMS	<ul style="list-style-type: none"> • Develops and recommends policies, standards, guidelines, systems, tools and forms for use in the SDO regarding supply and property related activities. • Drafts memos and issuances on recommendations regarding policies, standards, guidelines, systems, forms for use in the SDO as approved by the SDS
PROCUREMENT AND ACQUISITION	<ul style="list-style-type: none"> • Prepares the Division Annual Procurement Plan, by collecting and consolidating the procurement plans of the various units of the schools division offices for approval of SDS and submission to DBM • Prepares an agency procurement request on a quarterly basis for validation by DBM as to



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	<p>availability of stocks to determine supplies to be procured from DBM depot or sourced outside.</p> <ul style="list-style-type: none"> • Prepare purchase orders based on APR and PR to procure the supplies needed.
DELIVERY INSPECTION AND ACCEPTANCE	<ul style="list-style-type: none"> • Receives and physically inspects supply delivered to ensure adherences to quarterly and quality specs of items delivered. • Monitors performance of suppliers and satisfaction of management and staff on procured resources for feedback to supplier towards continuous improvement
CUSTODIANSHIP	<ul style="list-style-type: none"> • Supervises maintenance of storage area for supplies and properties to ensure the security and safety of supplies. • Approves issuance of supplies as prepared by Storekeeper based on requests of units in the schools division. • Conducts inventory and maintains an updated inventory record of properties (e.g. furniture and fixtures, vehicles) and equipment (computers, printers) by following the prescribed process and pertinent laws, rules, and regulations to establish accountability and inclusion of the property in the books of accounts
DISPOSAL	<ul style="list-style-type: none"> • Recommend disposal of waste materials and unserviceable equipment after conducting inspections on an annual basis to release accountability for unserviceable equipment and materials and deletion from accounting record • Keeps records of accountability of officials and employees on property issuances for issuance of clearance