



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

28 JUN 2022

DIVISION MEMORANDUM
No. 398 s. 2022

**RECRUITMENT AND SELECTION OF APPLICANTS FOR
ADMINISTRATIVE AIDE III**

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 Aide III. All qualified and interested applicants are requested to submit pertinent documents on or before **JULY 08, 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	Salary Grade	No. of Position	Place of Assignment (Plantilla)
Administrative Aide III	3	1	Luis Palad Integrated High School

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

CSC Prescribed Qualification				
Education	Training	Experience	Eligibility	Competency Requirement
Completion of two-year studies in College	None Required	None Required	Career Service Sub-Professional (First Level Eligibility)	Self-Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and Written communication



Brgy. Poto, Tayabas City

(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph

<https://depedtayabas.com/>

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.
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
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."**



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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 8, 2022
Pre-evaluation of the applicant's qualification viz-a-viz Qualification Standards	HRM Office	July 11, 2022
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the SDS	July 12, 2022
Written and Oral Communication Test of applicants Evaluation of documents and interview of applicants	SDO Conference Hall	July 14, 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 18, 2022
Conduct of Background Investigation	Upon the request of the Appointing Authority	
Posting of Results	DepEd Tayabas Bulletin board, website and FB page	July 19, 2022

7. All applicants are requested to be present during the evaluation and interview. For further inquiries, please email us at recruitment@depeditayabas.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 AIDE III

- Perform repetitive & routine clerical tasks.
- Sorts, files, labels, checks, posts, records documents esp. the old students' records for preservation purposes.
- Computer/stencil/types/encodes correspondences payroll and other form of communications/reports.
- Answer telephone calls.
- Attended inquires of teachers/non-teaching personnel/clientele.
- Records incoming and outgoing correspondences/reports/other documents.
- Perform other tasks that may be assigned by his/her immediate Supervisor.
- Does related works.

