



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

09 September 2024

DIVISION MEMORANDUM
No. 598 s. 2024

**RECRUITMENT, SELECTION, EVALUATION AND RANKING OF APPLICANTS TO
ADMINISTRATIVE AIDE IV 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 Aide IV** 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** 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 Aide IV	OSEC-DECSB-ADA4-270494-2004	SG 4	P 16,209.00	1	Luis Palad Integrated 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 **September 20, 2024 until 5:00 o'clock in the afternoon** and advised to register at <https://tinyurl.com/TayabasCityRecruitmentForm> **AFTER** the submission of application. Moreover, see **Annex B** for the duties and responsibilities of the position to be filled.

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. 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-year studies in college or High School Graduate with relevant vocational/trade course	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

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	September 20, 2024	Personnel Administration Services Unit / SDO Records Section
Initial Evaluation of the Qualification of Applicants viz-a-viz Qualification Standards (QS)	September 23-24, 2024	Personnel Administration Services Unit
Submission of Initial Evaluation Results (IER) to the HRMPSB for deliberation	September 25, 2024	Office of the Assistant Schools Division Superintendent
Posting of the Initial Evaluation Results (IER)	September 25, 2024	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>]	September 27, 2024	Office of the Assistant Schools Division Superintendent
HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	September 30, 2024	Office of the Assistant Schools Division Superintendent
Submission of CAR to the Appointing Authority	September 30, 2024	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	October 1, 2024	DepEd Tayabas Bulletin Board, Website and Facebook Page

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

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

HERBERT D. PEREZ
Assistant Schools Division Superintendent
Officer-in-Charge

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 AIDE IV
DIVISION MEMORANDUM

OSDS Personnel Unit – recruitment, selection, evaluation and ranking of applicants to administrative
aide iv vacant position
PER0LCE6-000774/September 9, 2024

Annex A

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

1. 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/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) or authenticated CSC Certification of Eligibility (screenshot from verification system of CSC is acceptable), if applicable;
5. Photocopy of Certified true copy of Transcript of Records and Certification of Complete Academic Requirements, if applicable;
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;
 - 5.1. Masteral Degree (if any);
 - 5.2. Doctoral Degree (if any);
7. Updated Service Record;
8. 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;
9. Certificate of Training/s attended in the last five years reckoned from the date/deadline of submission, if applicable;
 - 9.1. Additional Means of Verification (MOVs) for trainings attended

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

10. 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:

- 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

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

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);
- 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

Duties and Responsibilities

1. Assists in the preparation of financial statement and accounting reports.
2. Assists in the preparation of correspondence pertaining to financial bookkeeping entry.
3. Sorts, files, labels, checks, posts, and records documents.
4. Attends to inquiries from clients, students, teaching/non-teaching personnel and answer telephone calls.
5. Assists in the pre-audit of documents.
6. Performs repetitive and routine clerical tasks.
7. Performs other task that may be assigned by his/her immediate supervisor.
8. Does related works.