



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

08 September 2025

DIVISION MEMORANDUM
No. **614** s. 2025

**RECRUITMENT, SELECTION, EVALUATION AND RANKING OF APPLICANTS TO
ADMINISTRATIVE OFFICER 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 Officer 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 Officer IV	OSEC-DECSB-ADOF4-270012-2025	SG 15	P 40,208.00	1	Schools Division Office- OSDS Procurement

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 18, 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. **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.

5. 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	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 Qualifications				
Education	Trainings	Experience	Eligibility	Competency Requirement
Preferably has a background in public administration, business management/ administration or law	Should have at least completed the intermediate course of the DepEd Procurement Professionalization Program	At least 2 years experience in the conduct of procurement functions	As stated	As stated

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 18, 2025	Personnel Administration Services Unit / SDO Records Section

Initial Evaluation of the Qualification of Applicants viz-a-viz Qualification Standards (QS)	September 19-24, 2025	Personnel Administration Services Unit
Submission of Initial Evaluation Results (IER) to the HRMPSB for deliberation	September 25, 2025	Office of the Assistant Schools Division Superintendent
Posting of the Initial Evaluation Results (IER)	September 26, 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>]	September 30, 2025	Office of the Assistant Schools Division Superintendent
HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	October 1, 2025	Office of the Assistant Schools Division Superintendent
Submission of CAR to the Appointing Authority	October 1, 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	October 2, 2025	DepEd Tayabas Bulletin Board, Website and Facebook Page

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 OFFICER IV (PROCUREMENT)
DIVISION MEMORANDUM

OSDS Personnel Unit – recruitment, selection, evaluation and ranking of applicants to administrative officer iv (procurement) vacant position
PERGH9PR-001877/September 8, 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);

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
- 11.4. **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

The position is responsible for supervising, monitoring and ensuring the timely and efficient implementation of procurement projects, from procurement project preparation through purchasing per se until contract administration; conducting the review, monitoring and preparation of reports in connection with the conduct of procurement project implementation; review, revise, and when necessary, give recommendations on the systems, processes and procedures related to procurement; as lead BAC Secretariat for the BAC.

KEY RESULTS AREA (KRA)	DUTIES & RESPONSIBILITIES
Procurement Planning	<ul style="list-style-type: none"> • Assist the end-user units in the preparation of their procurement documents; • Conduct quarterly end-user interface; • Review PPMPs and other procurement documents of the end-user units, for consolidation into an Annual Procurement Plan (APP), for recommendation of the BAC and approval of the HoPE; • Plan, prioritize and coordinate tasks with BAC & Secretariat upon receipt of approved procurement requests from the end-user units.
Procurement Process Management	<ul style="list-style-type: none"> • Review and oversee the procurement process from preparation of procurement documents, posting of advertisements up to the updating of procurement tracking system. • Supervise the actual conduct of procurement activities such as, but not limited to, pre-procurement conferences, pre-bid, and bid submission and opening to ensure adherence to policies and procedures. • Oversee the sale and distribution of bidding documents to suppliers, contractors and consultants, and others concerned. • Assists in the conduct of CO-initiated procurement training activities for end-users in the regional offices.
Procurement Contracts Management	<ul style="list-style-type: none"> • Administer the implementation and administration of procurement contracts by properly planning all the contract management stages resulting in reducing, eliminating or mitigating financial, legal and procurement risks; • Administer planned activities relative to monitoring of compliance with specified terms and conditions of the procurement contracts; • Coordinate with the ProcMS-Contract Management Division concerning the delivery of goods procured by the Central Office;

	<ul style="list-style-type: none"> • Coordinate with end-users for the acceptance of goods and services, and with the finance unit for the prompt payment of contracts.
Procurement Monitoring and Evaluation	<ul style="list-style-type: none"> • Assist in the preparation of Inspection Order to be issued by the Regional Director (RD) or the Head of the Administrative Section, as may be authorized by the RD, by providing the particulars of the project and items for inspection; • Monitor compliance of the procurement process with R.A. 9184, its IRR, Government Procurement Policy Board issuances, DepED procurement issuances, and BAC Secretariat office procedures. • Maintain and update the procurement tracking system for all procurement activities and milestones (on-going procurements) • Monitor and evaluate the actual conduct of procurement activities against required timelines, and report to oversight agencies through the PMR and APCPI, including activities of SDOs under their jurisdiction; • Participate in the initiation of sanctions against erring suppliers, contractors, and consultants.
Secondary Duties	<ul style="list-style-type: none"> • Perform other functions as may be assigned by the Head of Office