



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

10 Nov 2023

DIVISION MEMORANDUM  
No. 621 s. 2023

**RECRUITMENT, SELECTION, EVALUATION AND RANKING OF APPLICANTS TO  
ADMINISTRATIVE AIDE VI VACANT POSITIONS**

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 to **Administrative Aide VI** 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 Aide VI	OSEC-DECSB-ADA6-270066-2015	SG 6	P 17, 553.00	2	Curriculum Implementation Division
	OSEC-DECSB-ADA6-270063-2015				Office of the Schools Division Superintendent – Administrative Unit

2. City Schools Division of the City of Tayabas strictly adheres to the Equal Opportunity Principle (EOP) on Human Resource Management and Development and encourage 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 DO No. 007, s. 2023 (**see attached Annex A**) properly labelled with ear tag per criterion at the Personnel Services Unit through the Records Section of this division or via e-mail at [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph) on or



before **November 20, 2023 until 5:00 o'clock in the afternoon** and advised to register at <https://tinyurl.com/2023SDOTayabasApplicants> **AFTER** the submission of application. Moreover, see **Annex B** for the duties and responsibilities of the position to be filled.

**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.

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

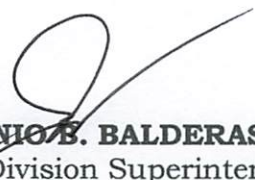
CSC Prescribed Qualifications				
Education	Trainings	Experience	Eligibility	Competency Requirement
Completion of two years in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Self-Management, Professionalism and ethics, Result 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	November 20, 2023	Personnel Administration Services Unit / SDO Records Section
Initial Evaluation of the Qualification of Applicants viz-a-viz Qualification Standards (QS)	November 21 - 29, 2023	Personnel Administration Services Unit
Submission of Initial Evaluation Results (IER) to the HRMPSB for deliberation	November 30, 2023	Office of the Assistant Schools Division Superintendent
Posting of the Initial Evaluation Results (IER)	November 30, 2023	DepEd Tayabas Bulletin Board, Website and Facebook Page
Comparative Assessment of Applicants [ <i>Evaluation of Documents, Behavioral Events Interview (BEI), Written Examination (WE) &amp; Skills or Work Sample Tests (S/WST)</i> ]	December 6, 2023	Office of the Assistant Schools Division Superintendent
HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	December 7, 2023	Office of the Assistant Schools Division Superintendent

Submission of CAR to the Appointing Authority	December 12, 2023	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	December 13, 2023	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 AIDE VI

DIVISION MEMORANDUM

OSDS Personnel Unit – recruitment, selection, evaluation and ranking of applicants to administrative aide vi vacant positions  
None/November 9, 2023



**Annex A**

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

**1.** Letter of intent addressed to the Schools Division Superintendent, indicate the **plantilla item number (choose only 1);**

**CELEDONIO B. BALDERAS JR.**

Schools Division Superintendent

**2.** 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](http://www.csc.gov.ph);

**3.** 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;

**4.** Photocopy of Certified true copy of Transcript of Records and Certification of Complete Academic Requirements, if applicable;

**5.** 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);

**6.** Updated Service Record;

**7.** Certificate of Employment;

**8.** Certificate of Training/s attended, if applicable;

8.1. Additional Means of Verification (MOVs) for trainings attended

**9.** 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/checklistandsworn>**

**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:**

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.

**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

**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).**



**Annex B**

**Job Summary (Place of Assignment: Curriculum Implementation Division)**

- To assist the management and staff and provide administrative support in the effective and efficient operation of the CID Division.

KEY RESULTS AREA (KRA)	DUTIES & RESPONSIBILITIES
<b>Plots/Schedules CLMD Activities</b>	<ol style="list-style-type: none"> <li>1. Schedules/calendars CID activities such as training and workshops, meetings/appointments of the Chief with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time.</li> </ol>
<b>Record Management</b>	<ol style="list-style-type: none"> <li>1. Receives, records and routes documents addressed to the CID by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents.</li> <li>2. Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files.</li> <li>3. Documents proceedings and agreements of meetings as assigned by the Chief, distributes copies of the minutes to concerned parties as well as files a copy for future reference.</li> </ol>
<b>Administrative Support</b>	<ol style="list-style-type: none"> <li>1. Prepares or encodes into electronic format word documents and other presentation materials</li> <li>2. Provides assistance and administrative support to training and conferences as assigned.</li> <li>3. Coordinates preparation of documents needed in the operations of CLMD</li> <li>4. Ensure security of office equipment and availability of office supplies</li> </ol>
<b>Secretariat/Frontline</b>	<ol style="list-style-type: none"> <li>1. Receives and routes incoming calls to or logs information and notifies the concerned party</li> <li>2. Greets and entertains office visitors and responds to their needs</li> <li>3. Logs concerns brought to the office and follow through on inquiries</li> <li>4. Coordinates travel bookings of CID staff based on instructions and gives feedback on status of bookings.</li> <li>5. Coordinates meetings and appointment with external parties ( dates and venue, meals arranged as needed) and confirms such to all concerned</li> </ol>

**Job Summary (Place of Assignment: Administrative Unit)**

- To provide clerical and secretariat support to AOV and administrative services function.

<b>KEY RESULTS AREA (KRA)</b>	<b>DUTIES &amp; RESPONSIBILITIES</b>
<b>Schedules Administrative Service Activities</b>	<ol style="list-style-type: none"> <li>1. Schedules/calendars meetings/appointments/training/workshops</li> </ol>
<b>Records and Files</b>	<ol style="list-style-type: none"> <li>1. Documents/communications received, routed, tracked</li> <li>2. Filing system created, and maintained</li> <li>3. Documents filed, retrieved, archived to Records Office or disposed as needed</li> <li>4. Comprehensive and complete minutes of meetings/agenda attended</li> <li>5. Daily attendance of Administrative Service Staff (to establish staff location)</li> </ol>
<b>Administrative Support</b>	<ol style="list-style-type: none"> <li>1. Encoded documents</li> <li>2. Support/logistics to training and conferences (registration/attendance, tokens, certificate of appearance)</li> <li>3. Supporting documents, petty cash, documents/forms</li> </ol>
<b>Secretariat and Frontline</b>	<ol style="list-style-type: none"> <li>1. Travel bookings made</li> <li>2. Appointment, venue, meals arranged</li> <li>3. Received/routed calls</li> <li>4. Visitors responded to</li> <li>5. Follow through on inquiries</li> </ol>