



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

13 DEC 2021

DIVISION MEMORANDUM

No. 655 s. 2021

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

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. This Office announces to the field the division-wide recruitment and selection of applicants regardless of age, sex, civil status, ethnicity, disability, religion, and political affiliation.

Position Title	No. of Position	Work Assignment (Plantilla)
Administrative Aide VI	2	SDO Proper – Office of the Schools Division Superintendent  SDO Proper – Office of the Curriculum Implementation Division

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	4 hours of relevant training	1 year relevant experience	Career Service Sub-Professional (First Level Eligibility)	Self-Management, Professionalism and ethics, Result focus, Teamwork, Service Orientation, Innovation, Oral and Written communication, Computer literate using different platforms
Preferred Qualification				
Education	Training	Experience	Eligibility	Competency Requirement
Bachelor's Degree	As stated above	2 years relevant experience	As stated above	As stated above



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



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<https://depedtayabas.com/>

3. Interested qualified applicants are advised to register at <https://tinyurl.com/depeditayabasapplicants> and submit the following documents (photocopy) **properly labelled, with ear tag** per criterion:

1. Application letter addressed to the Schools Division Superintendent
2. Two (2) copies of CSC Form 212 revised 2017 (Personal Data Sheet) and Work Experience Sheet (Attachment to CS Form No. 212)
3. Performance Rating in the last 3 consecutive years rating period
4. Service Record and or/ Certificate of Employment with brief description of duties and responsibilities
5. Authenticated Certificate of Board Rating/Eligibility
6. Authenticated Transcript of Records, Certification of Complete Academic Requirements (if applicable) and Diploma
7. Certificate of Trainings for the last three (5) years or after the recent promotion
8. Latest approved appointment
9. Required documents for evaluation as stipulated in the DO 66, s. 2007 (Revised Guidelines on the Appointment and Promotion of other Teaching, Related Teaching and Non-Teaching Positions)

10. Outstanding Accomplishment

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. Applicants must ensure that their documents are accurate, complete, and are submitted on time. **Late** documents and/or **incomplete** documents shall not be accepted. No retrieval and no submission of additional documents shall be allowed once **"Received"** by the office.

5. Below is the timeline for the recruitment and selection process.

Activities	Venue	Schedule
Filing of application letter with complete supporting documents.	SDO Records Unit/Receiving Section	December 16, 2021
Pre-evaluation of the applicant's qualification viz-aviz Qualification Standards	HRM Office	December 17, 2021
Submission of QS Evaluation to the HRMPSB for deliberation	Office of the SDS	December 20, 2021
Written and Oral Communication Test of applicants Evaluation of documents and interview of applicants	SDO Conference Hall	December 21, 2021
HRMPSB deliberation and preparation of Comparative Assessment Results (CAR)		December 22, 2021
Submission to the office SDS the Comparative Assessment Result (CAR)	SDO Conference Hall	December 23, 2021
Conduct of Background Investigation	Upon the request of the Appointing Authority	
Posting of Results	SDO Bulletin Board and 2 conspicuous places	December 27, 2021



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6. Applicants are requested to be physically present during the evaluation and interview if not please contact Ms. Ferex O. Zafranco @ 09286865373.
7. Wide and immediate dissemination of this memorandum is desired.

**GERLIE M. ILAGAN, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



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**DUTIES AND RESPOSIBILITIES OF ADMINISTRATIVE AIDE VI**

**ADA VI (Office of the Schools Division Superintendent)**

**Plots/Schedules Activities**

- Schedules/calendars OSDS activities such as training and workshops, meetings/appointments of the SDS with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time.

**Record Management**

- Receives, records and routes documents addressed to the SDS 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.
- Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files.
- Documents proceedings and agreements of meetings as assigned by the SDS, distributes copies of the minutes to concerned parties as well as files a copy for future reference.

**Administrative Support**

- Prepares or encodes into electronic format word documents and other presentation materials.
- Provides assistance and administrative support to training and conferences as assigned.
- Coordinates preparation of documents needed in the operations of SDO.
- Ensure security of office equipment and availability of office supplies.

**Secretariat/Frontline**

- Receives and routes incoming calls to or logs information and notifies the concerned party.
- Greets and entertains office visitors and responds to their needs.
- Logs concerns brought to the office and follow through on inquiries.
- Coordinates travel bookings of OSDS staff based on instructions and gives feedback on status of bookings.
- Coordinates meetings and appointment with external parties (dates and venue, meals arranged as needed) and confirms such to all concerned.

**ADA VI (Office of the Curriculum Implementation Division)**

**Plots/Schedules Activities**

- 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.



### **Record Management**

- 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.
- Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files.
- 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.

### **Administrative Support**

- Prepares or encodes into electronic format word documents and other presentation materials.
- Provides assistance and administrative support to training and conferences as assigned.
- Coordinates preparation of documents needed in the operations of CLMD.
- Ensure security of office equipment and availability of office supplies.

### **Secretariat/Frontline**

- Receives and routes incoming calls to or logs information and notifies the concerned party.
- Greets and entertains office visitors and responds to their needs.
- Logs concerns brought to the office and follow through on inquiries.
- Coordinates travel bookings of CID staff based on instructions and gives feedback on status of bookings.
- Coordinates meetings and appointment with external parties (dates and venue, meals arranged as needed) and confirms such to all concerned.



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