



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

19 Dec 2023

DIVISION MEMORANDUM  
No. 690 s. 2023

**RECRUITMENT, SELECTION, EVALUATION AND RANKING OF APPLICANTS TO  
ADMINISTRATIVE OFFICER IV (HUMAN RESOURCE MANAGEMENT  
OFFICER II) VACANT POSITION**

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 Officer IV (HRMO II)** 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 (HRMO II)	OSEC-DECSB-ADOF4-270036-2015	SG 15	P 36, 619.00	1	Office of the Schools Division Superintendent

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 **December 29, 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**



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Telephone No.: (042) 785-9615 or (042) 710-0329  
Email Address: [tayabas.city@deped.gov.ph](mailto:tayabas.city@deped.gov.ph)  
Website: <https://depedtayabas.ph>



**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
Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional (Second 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	December 29, 2023	Personnel Administration Services Unit / SDO Records Section
Initial Evaluation of the Qualification of Applicants viz-a-viz Qualification Standards (QS)	January 3-5, 2024	Personnel Administration Services Unit
Submission of Initial Evaluation Results (IER) to the HRMPSB for deliberation	January 8, 2024	Office of the Assistant Schools Division Superintendent
Posting of the Initial Evaluation Results (IER)	January 9, 2024	DepEd Tayabas Bulletin Board, Website and Facebook Page
Comparative Assessment of Applicants [Evaluation of Documents, Behavioral Events Interview (BEI), Written Examination (WE) & Skills or Work Sample Tests (S/ WST)]	January 10, 2024	Office of the Assistant Schools Division Superintendent
HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	January 11, 2024	Office of the Assistant Schools Division Superintendent
Submission of CAR to the Appointing Authority	January 12, 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	January 16, 2024	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 OFFICER IV (HRMO II)  
DIVISION MEMORANDUM

OSDS Personnel Unit – recruitment, selection, evaluation and ranking of applicants to administrative officer iv (human resource management officer ii) vacant position  
None/December 19, 2023



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

1. Letter of intent addressed to the Schools Division Superintendent;

**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**

- To provide personnel administration services to the management and personnel of the Schools Division in the areas of recruitment and selection, personnel administration, compensation and benefits administration, personnel records, while ensuring adherence to the standards, rules and regulations in personnel administration of government oversight agencies (CSC, DBM, COA, etc.)

KEY RESULTS AREA (KRA)	DUTIES & RESPONSIBILITIES
<b>RECRUITMENT, SELECTION AND PLACEMENT</b>	<ul style="list-style-type: none"> <li>Monitor and maintain list of current and future vacancies in the Schools Division based on retirement dates and inputs from HRD career planning and succession data so as to periodically apprise management of upcoming vacancies.</li> <li>Announce vacancies to appropriate media pursuant to existing CSC rules and regulations and accept applications for vacant positions.</li> <li>Conduct initial evaluation of qualification of applicants and candidate for PSB deliberation.</li> <li>Schedule applicants for interview by PSB and prepare supporting documents, data and materials needed in the selection process.</li> <li>Supervise and participate in the preparation of short-listed qualified applicants and the line-up of applicants in the PSB deliberation.</li> <li>Compute and analyze the results of the PSB deliberation for them to be able to submit the short list of candidates for selection, including the one recommended for the position.</li> <li>Posts list of newly appointed/promoted employees pursuant to existing rules and regulations.</li> <li>Process hiring requirements for newly appointed personnel.</li> <li>Entertain queries and complaints on selection and appointments.</li> <li>Act as member of PSB to provide guidelines and opinions on recruitment, selection and hiring of personnel</li> </ul>
<b>PERSONNEL ACTIONS</b>	<ul style="list-style-type: none"> <li>Process documents on personnel actions such as appointments, promotion, transfer, reclassification, separation, resignation and retirement and give copies to units and personnel concerned.</li> <li>Conduct and coordinate orientation for newly-hired employees on personnel, salary and benefits related matter.</li> <li>Recommend actions to the SDS through the AOV to enforce personnel policies and regulations (e.g. reports of habitual absenteeism/tardiness) and prepares corresponding documents.</li> </ul>



	<ul style="list-style-type: none"> <li>Recommend to the management actions to be taken regarding grievances in conformity with existing rules and regulations and prepared corresponding documents.</li> </ul>
<b>SALARY ADMINISTRATION AND PERSONNEL RECORDS</b>	<ul style="list-style-type: none"> <li>Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary /benefit claims.</li> <li>Submit to RPSU pertinent documents for payment of salaries, allowances, and benefits.</li> <li>Compute necessary deduction for inclusion in the monthly payroll.</li> <li>Compute salary adjustment based on new salary schedule, changes/adjustments in deductions and communicate such to personnel concerned (Notice of Step Increase (NOSI) and/or Notice of Salary Adjustment (NOSA).</li> <li>Process and release special order for leaves, travel, transfers, reinstatements and non-compensatory time off of office personnel.</li> <li>Review claims of separated, retired, transferred, and resigned personnel affected by movement in employment status and recommends appropriate action.</li> <li>Support the AOV in representing the SDO in personnel committees and provide the required assistance/documents needed in the implementation of compensation programs and practices.</li> </ul>
<b>BENEFITS ADMINISTRATION</b>	<ul style="list-style-type: none"> <li>Apply the latest issuances on personnel benefits and communicates them to employees.</li> <li>Compute vacation service credits of teachers for accrual of leaves.</li> <li>Compute Proportional Vacation Pay (PVP) and process payroll of teachers for payment.</li> <li>Process retirement/ separation papers including accrued benefits and terminal leave pay of retiring/resigning employees for benefits payment purposes.</li> <li>Processes application for monetization of leave credits.</li> <li>Acts on application on leaves (sick, vacation, study, scholarships and training) for approval of the SDS.</li> <li>Process application for loans with GSIS, Pag-Ibig and private lending institutions.</li> </ul>
<b>PERSONNEL INFORMATION SYSTEM</b>	<ul style="list-style-type: none"> <li>Maintain and update the Personnel Services Itemization and Plantilla of Personnel (PSI-POP) to reflect current staffing pattern of the organization.</li> <li>Process applications for upgrading and reclassification of position to maintain the accuracy and relevance of the organization staffing pattern.</li> </ul>

	<ul style="list-style-type: none"><li>• Maintain a complete and updated personnel records of SDO office personnel both in the HRIS and in the 201 files.</li><li>• Oversee the maintenance and updating of Human Resource Information Management System (HRIS) and generates reports on personnel data (from the HRIS) as requested for various human resource management and development decisions.</li><li>• Oversee the maintenance of a complete and updated record of Employee Performance Rating both in the HRIS and 201 file of employees as reference for various human resource management and development decisions.</li><li>• Certify records of employment for specific purpose (employment, scholarships, loans, and benefits).</li><li>• Verifies and submits to the CSC and the Ombudsman the duly accomplished SALN of all employees in the SDO.</li></ul>
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