Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF CITY OF TAYABAS

05 November 2026

DIVISION MEMORANDUM
No. 734 s. 2026

RECRUITMENT, SELECTION, EVALUATION AND RANKING OF APPLICANTS FOR THE VACANT ADMINISTRATIVE AIDE VI 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 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-ADA6-270062-2015	6	P 19,716.00	1	Office of the Schools Division Superintendent (OSDS) - Property and Supply

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 **November 16, 2026 until 5:00 o'clock in the afternoon.** However, if the last day falls on a declared holiday or a day with suspended work in this office, the deadline for submission will be moved to the next working day. Moreover, see ***Annex B*** for the duties and responsibilities of the positions to be filled.

Address: Brgy. Potol, Tayabas City
Telephone No.: (042) 785-9615
Email Address: tayabas.city@deped.gov.ph
Website: https://www.sdotayabascity.ph

4. In the interest of fairness to all applicants and in strict adherence to the prescribed process, **the submission of documents and/or additional credentials after the deadline will not be accepted**, unless this Office specifically requests such submissions for verification purposes or officially announces an extension of the recruitment process. Likewise, **applicants who fail to submit the complete mandatory requirements by the specified deadline shall not be included in the pool of official applicants.**

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

CSC Prescribed Qualifications					
Position	**Education**	**Trainings**	**Experience**	**Eligibility**	**Competency Requirement**
Administrative Aide VI	Completion of two (2) years studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)	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	November 16, 2026	Personnel Administration Services Unit / SDO Records Section
Initial Evaluation of the Qualification of Applicants viz-a-viz Qualification Standards (QS)	November 17-19, 2026	Personnel Administration Services Unit
Submission of Initial Evaluation Results (IER) to the HRMPSB for deliberation	November 23, 2026	Office of the Assistant Schools Division Superintendent
Posting of the Initial Evaluation Results (IER)	November 23, 2026	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))*	November 25, 2026	4th Floor SDO Tayabas Main Building

HRMPSB Deliberation and preparation of Comparative Assessment Results (CAR)	November 25, 2026	Office of the Assistant Schools Division Superintendent
Submission of CAR to the Appointing Authority	November 25, 2026	Office of the Schools Division Superintendent
Conduct of Background Investigation *Note: Upon the Request of the Appointing Authority*	-	-
Posting of Comparative Assessment Results	November 26, 2026	DepEd Tayabas Bulletin Board, Website and Facebook Page

Note: The Scheduled Timeline of Activities is subject to change based on the number of applications received.

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

CELEDONIO P. BALDERAS JR.
Schools Division Superintendent

Encl: As stated
References: DepEd Order No. 019, s. 2022
DepEd Order No. 007, s. 2023
To be indicated in the Perpetual Index
under the following subjects:

RSP
NON- TEACHING POSITIONS
DIVISION MEMORANDUM

OSDS Personnel Unit – recruitment, selection, evaluation and ranking of applicants for the vacant administrative aide vi vacant position
PERAOQFJ-003162 /November 5, 2026

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). Notarization will no longer be required to relieve applicants of unnecessary costs;

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 2026**) with attached **Work Experience Sheet** which can be downloaded at www.csc.gov.ph;
4. Photocopy of the updated PRC ID License for RA 1080-relevant eligibility; or 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 **or** 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 appointment, 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 *(**Note:** This is required only for applicants from private institutions and those engaged under a Job Order (JO) or Contract of Service (COS) arrangement);*

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

Address: Brgy. Potol, Tayabas City
Telephone No.: (042) 785-9615
Email Address: tayabas.city@deped.gov.ph
Website: https://www.sdotayabascity.ph

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 applicants who have NO experience and for positions with NO experience requirement:

a. Applicants to positions that do not require previous experience and who have no work 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
11.3.3. Output/Adoption by the Organization/ DepEd

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 applicants who have NO experience and for positions with NO experience requirement:
Applicants to positions that do not require previous work experience and who have no 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. **No proxy measure shall be considered.**

Applicants who **fail to attend** the scheduled Comparative Assessment shall not be included in the Comparative Assessment Result (CAR).

Annex B

Administrative Aide VI (Property and Supply Unit)

Duties and Responsibilities

Supplies and Materials

- Receive and record supplies, materials and equipment upon delivery, in order to document availability of the item for effective monitoring and supply management.
- Organize and maintain orderliness of the supplies and materials in the stockroom by systematizing storage, regularly cleaning and sanitizing to ensure easy identification, access and preservation and safety of material resources.
- Prepare supplies and materials for issuance by the Supply Officer to requesting units.
- Consolidate records on received and issued supplies and materials and prepare report on monthly balances

Properties and Equipment

- Help the Supply Officer in maintaining an updated inventory of properties (e.g. furniture and fixtures, vehicles) and equipment (computers, printers) by following the prescribed process and pertinent laws, rules, and regulations to maintain accountability and inclusion in the books of accounts.
- Determine serviceable properties and equipment requiring maintenance and repair in order take appropriate action to extend its utilization.
- Maintain accurate, complete files of contracts, Purchase Orders, Vouchers with complete supporting papers for ready reference.
- Help the Supply Officer to classify, re-group, and store for inspection (with labels) properties, equipment and waste materials in order to prepare a list of materials recommended for transfer or disposal.
- Help the Supply Officer in the segregation of waste materials, unserviceable properties ready for condemnation or transfer in accordance with COA rules and regulations.

Documents and Records

- Keep copies of contracts, purchase orders, vouchers and supporting documents in an organized filing system for future reference
- *Recommends turning over to the Records Officer, critical documents for* archiving and safekeeping.