

Republic of the Philippines Department of Education Region X



DIVISION OF EL SALVADOR CITY
Zone 3, Poblacion, El Salvador City

Telefax No: (088) 555-0475| Email Address: elsalvador.city@deped.gov.ph| Website: depedelsalvador.city.net

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No. 303 , s. 2019

To:

PUBLIC ELEMENTARY SCHOOL HEADS

PUBLIC SECONDARY SCHOOL HEADS

DIVISION OFFICE PERSONNEL

From:

OLGA C. ALONSABE

Assistant Schools Division Superintendent

Officer-In-Charge

Office of the Schools Division Superintendent

Subject:

Ranking for Administrative Assistant I (Secretary I) Position for

Budget Section

Date:

November 29, 2019

- 1. This Office announces the ranking of qualified applicants for Ranking for Administrative Assistant I (Secretary I) Position for Budget Section. Details of the position is attached herewith, as reference.
- 2. The ranking shall abide with the guidelines stipulated in DepED Order No. 66, s. 2007, otherwise known as "Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions."
- 3. The following qualification standards shall be considered:

Prescribed Qualifications

Education: Completion of 2 years college studies or high school graduate with

relevant vocational/trade course

Training: None Required Experience: None Required

Eligibility: CS Sub-Prof; 1st level eligibility

Required Competencies

Core Behavioral Competencies: Self-Management, Professionalism & Ethics,

Results Focus, Teamwork, Service Orientation and Innovation;

Core Skills: Oral Communication, Written Communication and Computer/ICT

Skills

Copies Furnished: Person Concerned Records Section- Memo

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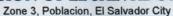
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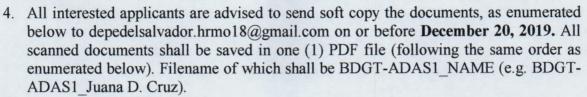


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a. Application Letter;

b. Accomplished CS Form 212 (Personal Data Sheet, Revised 2017) with picture, affixed signature and thumb mark;

c. Certificate of Registration/License or any proof of eligibility;

d. Performance Rating for the last three (3) rating periods;

e. Updated copy of Service Record;

f. Transcript of Records;

g. All available and eligible pertinent documents as stipulated in DepED Order No. 66, s. 2007; and

h. Omnibus certification of authenticity and veracity of all documents submitted.

5. Applicants who are included in the Selection Line-Up, as reflected in the Division Website: www.depedelsalvadorcity.net (Just click: Career Opportunities → Selection Line-Up), shall bring the original copies of the documents they have submitted for the deliberation and interview at the LRMDS Room (LR), tentatively scheduled on January 07, 2020.

6. The Personnel Selection Board (PSB) is composed of the following:

Chairman: Aliena S. Dajay, Ph.D., CESE

OIC-Assistant Schools Division Superintendent

Members: Rolly B. Labis, Ph.D.

SGOD, Chief Education Program Supervisor

Stephanie P. Saligumba

Budget Officer III

Jeffrey M. Martinez

Administrative Officer V

Anna Mae M. Atillo

Human Resource Management Officer II

Helen E. Maasin

Education Program Supervisor, NEU-Division Chapter

Representative

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Secretariat:

Randy Rhys U. Capistrano

Administrative Assistant III

7. Immediate dissemination of the Memorandum to all concerned is enjoined.

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Department of Education	JOB DESCRIPTION	JD No	Revision Code:					
Position Title	Administrative Assistant I	Salary Grade	7					
Parenthetical Title	Accounting Machine Operator	Governance Level	SDO					
Office/Bureau/Service	Office of the Schools Division Superintenden	nt Unit/Division	Budget Unit - Finance Division					
Reports to	Budget Officer III	Effectivity Date						
Positions Supervised								
		MMARY						
to the DBM and reports	d routine clerical support to the budgeting offices in compliance to other attached agencies. ive support to the Finance Services functions.							
A. CSC Prescribed C		ijoli oʻi Alibakoo						
	Education At least 2 years college level							
Exper	rience none	none						
Eliç	gibility Career Service Professional (First Le	Career Service Professional (First Level Eligibility)						
Tra								
	ninings none							
B. Preferred Qualific								
B. Preferred Qualific								

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES			
Budget Preparation, Execution and Accountability Data and Documents	 Identifies and gathers data needed in the preparation of budget proposals, budget execution documents and budget accountability reports Reviews supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations Provides clerical support in the preparation of budget proposals Prepares obligation request for claims Prepares reports on the budget matters 			

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Republic of the Philippines Department of Education Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Department of Education in the CSC website:

Ms.Apna Mae M. Atillo

Date:

November 29 2019

No.	Position Title (Parenthetical Title, If applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Administrative Assistant I (Secretary I)	OSEC-DECSB- ADAS1-660028- 2014		15738	Completion of 2 years college studies or high school graduate with relevant vocational/ trade course	none required	none required	CS Sub-Prof; 1st Level Eligibility	Core Behavioral Competencies; Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation, Innovation Core Skills; Oral Communication Written Communication Computer/ICT Skills	DEPED-El Salvador City
2,	Administrative Aide VI (Clerk III)	OSEC-DECSB- ADA6-660031- 2014	6	14847	Completion of 2 years college studies or high school graduate with relevant vocational/ trade course	4 hours of related trainings	1 year relative experience	CS Sub-Prof; 1st Level Eligibility	Core Behavioral Competencies; Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation, Innovation Core Skills; Oral Communication Written Communication Computer/ICT Skills	DEPED-El Salvador City
3	Administrative Officer II (HRMO I)	OSEC-DECSB- ADOF2-660014- 2019	11	20754	Bachelor's degree relevant to the job	none required	none required	CS Professional ; 2nd level eligibility	Core Behavioral Competencies; Self-Management, Professionalism & Ethics, Results Focus, Tearmwork, Service Orientation, Innovation Core Skills; Oral Communication Written Communication Computer/ICT Skills	DEPED-El Salvador City
4	TEACHER I (ELEM)	OSEC-DECSB- TCH1-660785- 2014	11	20754	Bachelor of Elementary Education (BEED) or Bachelor's Degree plus 18 professional units in Education	none required	none required	RA 1080 (Teacher)	Core Behavioral Competencies; Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation, Innovation Core Skills; Oral Communication Written Communication Computer/ICT Skills	DEPED-El Salvador City

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than December 20, 2019.

- 1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
- 2. Performance rating in the last rating period (if applicable);
- 3. Photocopy of certificate of eligibility/rating/license; and
- 4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Ms. Anna Mae M. Atillo

Human Resource Management Officer II

Poblacion, El Salvador City, Misamis Oriental

depedelsalvador.hrmo18@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.