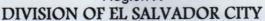
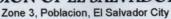
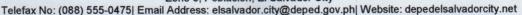


# Republic of the Philippines Department of Education Region X







#### **DIVISION MEMORANDUM**

No. 304, , 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 Aide VI (Clerk III) Position for General

Services under Admin Section

Date: November 29, 2019

- 1. This Office announces the ranking of qualified applicants for Ranking for Administrative Aide VI (Clerk III) Position for General Services under Admin 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:** 4 hours of related training

Experience: 1 year relative experience

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

OSDS/ADMIN/ama

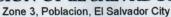
ELSA To the luture. El Salvador! Excellence @ Leadership • Sportes • Academics

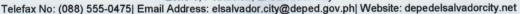


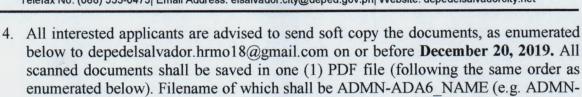


# Republic of the Philippines Department of Education Region X

### DIVISION OF EL SALVADOR CITY







a. Application Letter;

ADA6 Juana D. Cruz).

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 08, 2020.

6. The Human Resource Merit Promotion and Selection Board (HRMPSB) 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

**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

Secretariat:

Randy Rhys U. Capistrano

Administrative Assistant III

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

Copies Furnished: Person Concerned Records Section- Memo

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Department of Education	JOB DESCRIPTION	JD No	Revision Code: 00				
Position Title	Administrative Aide VI	Salary Grade:	6				
Parenthetical Title	Data Entry Machine Operator	Governance Level	Schools Division				
Unit/Division	OSDS- Administrative Unit	Office/Bureau/Service					
Reports to	Administrative Officer V	Effectivity Date					
Positions Supervised	None	Page/s					
	JOB SUMMA	RY					
	QUALIFICATION	STANDARDS					
A. CSC Prescribed	Qualifications						
Education	on Completion of 2 years studies in college or hig	h school graduate with relevant voc	ational/trade course				
Experience	ce No required experience						
Eligibility   Career Service Professional (First Level Eligibility)							
Training	No required training						
B. Preferred Qualific							
		14: 5: OFF. F. 1.D.					
Education		as iviicrosoπ Oπice, Excei, Power po	int, use of the internet				
Experience							
Eligibil							
Training	gs						

KRA	DUTIES AND RESPONSIBILITIES			
Schedules Administrative Service Activities	Schedules/calendars meetings/appointments/training/workshops			
Records and Files	Documents/communications received, routed , tracked     Filing system created, and maintained			
	Documents filed, retrieved, archived to Records Office or disposed as needed			
	Comprehensive and complete minutes of meetings/agenda attended			
	Daily attendance of Administrative Service Staff (to establish staff location)			
Administrative Support	Encoded documents			
	<ul> <li>Support/logistics to training and conferences (registration/attendance, tokens, certificate of appearance)</li> </ul>			
	Supporting documents, petty cash, documents/forms			
Seceretariat and Frontline	Travel bookings made			
	Appointment, venue, meals arranged			
	Received/routed calls			
	Visitors responded to			
	Follow through on inquiries			

### 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.Anna 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	7	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		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, Teamwork, 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.