



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: depedelsalvadorcity.net

**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

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**Tayo**  
PARA SA  
EDUKASYON



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4. All interested applicants are advised to send soft copy the documents, as enumerated below to [depedelsalvador.hrmo18@gmail.com](mailto:depedelsalvador.hrmo18@gmail.com) on or before **December 20, 2019**. All scanned documents shall be saved in one (1) PDF file (following the same order as enumerated below). Filename of which shall be ADMN-ADA6\_NAME (e.g. ADMN-ADA6\_Juana D. Cruz).
  - 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](http://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 LRMSD 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. Attilo**  
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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	<b>JOB DESCRIPTION</b>	JD No. _____	Revision Code: 00
Department of Education			
<b>Position Title</b>	Administrative Aide VI	<b>Salary Grade:</b>	<b>6</b>
<b>Parenthetical Title</b>	Data Entry Machine Operator	<b>Governance Level</b>	Schools Division
<b>Unit/Division</b>	OSDS- Administrative Unit	<b>Office/Bureau/Service</b>	
<b>Reports to</b>	Administrative Officer V	<b>Effectivity Date</b>	
<b>Positions Supervised</b>	None	<b>Page/s</b>	
<b>JOB SUMMARY</b>			
To provide clerical and secretariat support to AOV and administrative services function.			
<b>QUALIFICATION STANDARDS</b>			
<b>A. CSC Prescribed Qualifications</b>			
Education	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course		
Experience	No required experience		
Eligibility	Career Service Professional (First Level Eligibility)		
Trainings	No required training		
<b>B. Preferred Qualifications</b>			
Education	<i>Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet</i>		
Experience			
Eligibility			
Trainings			

KRA	DUTIES AND RESPONSIBILITIES
<b>Schedules Administrative Service Activities</b>	<ul style="list-style-type: none"> <li>• Schedules/calendars meetings/appointments/training/workshops</li> </ul>
<b>Records and Files</b>	<ul style="list-style-type: none"> <li>• Documents/communications received, routed , tracked</li> <li>• Filing system created, and maintained</li> <li>• Documents filed, retrieved, archived to Records Office or disposed as needed</li> <li>• Comprehensive and complete minutes of meetings/agenda attended</li> <li>• Daily attendance of Administrative Service Staff (to establish staff location)</li> </ul>
<b>Administrative Support</b>	<ul style="list-style-type: none"> <li>• Encoded documents</li> <li>• Support/logistics to training and conferences (registration/attendance, tokens, certificate of appearance)</li> <li>• Supporting documents, petty cash, documents/forms</li> </ul>
<b>Secretariat and Frontline</b>	<ul style="list-style-type: none"> <li>• Travel bookings made</li> <li>• Appointment, venue, meals arranged</li> <li>• Received/routed calls</li> <li>• Visitors responded to</li> <li>• Follow through on inquiries</li> </ul>

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  
HRMO

Date: November 29, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
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-EI 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-EI 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-EI 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-EI 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](http://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](mailto:depedelsalvador.hrmo18@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.