



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

30 Sep 2020

DIVISION MEMORANDUM  
No. 223, s. 2020

**ANNOUNCEMENT OF VACANCY: ADMINISTRATIVE ASSISTANT III POSITIONS**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**PSDS, Education Program Supervisors**  
**Section Heads**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
This Division

1. This Office announces the extension on submission for Applications for Administrative Assistant III positions: 1) Accounting Unit and 2) Personnel Unit, to **October 22, 2020, 11:59PM**. Interested applicants may request a copy of the duties and responsibilities of the position via email to [recruitment.elsalvadorcity@deped.gov.ph](mailto:recruitment.elsalvadorcity@deped.gov.ph).
1. 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."
2. The following qualification standards shall be considered:  
**Prescribed Qualifications**
  - a. *Education*: Completion of 2 years college studies
  - b. *Training*: 4 hours of relevant training
  - c. *Experience*: 1 year relevant experience
  - d. *Eligibility*: CS Sub-Professional; 1<sup>st</sup> Level Eligibility**Required Competencies**
  - c. *Core Behavioral Competencies*: Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;
  - d. *Core Skills*: Oral Communication, Written Communication and Computer/ICT Skills
3. All interested applicants shall scan the required documents which shall then be saved in one (1) PDF file (following the same order as enumerated below). Filename of which shall be ADAS3-ACCOUNTING\_Full Name or ADAS3-

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Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)



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PERSONNEL\_Full Name (e.g. ADAS3-ACCOUNTING\_Juana D. Cruz). The PDF file must be sent to [recruitment.elsalvadorcity@deped.gov.ph](mailto:recruitment.elsalvadorcity@deped.gov.ph) on or before the deadline.

- a. Application Letter;
  - b. Accomplished CS Form 212 (Personal Data Sheet, Revised 2017) with picture;
  - 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.
4. Only 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), will undergo the interview, tentatively scheduled on *November 11-12, 2020*.
5. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Chairman: **Alicia E. Anghay**  
Assistant Schools Division Superintendent

Members: **Rolly B. Labis**  
SGOD, Chief Education Program Supervisor

**Jeffrey M. Martinez**  
Administrative Officer V

**Sheila Mae B. Acero**  
Administrative Assistant III, EDTEA Representative

**Anna Mae M. Atillo**  
Human Resource Management Officer II

**Maricel B. Jangao**  
Accountant III

Secretariat: **Randy Rhys U. Capistrano**  
Administrative Assistant III

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6. This Office shall observe the Equal Employment Opportunity Principle (EEOP). Hence, there must be no bias/discrimination based on race, ethnicity, sex, age, disability, national origin, religion and/or political affiliation.
7. Immediate dissemination of the Memorandum to all concerned is enjoined.

**OLGA C. ALONSABE**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:

HIRING      RECRUITMENT      SELECTION

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