



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

16 Dec 2020

DIVISION MEMORANDUM
No. 310, s. 2020

**ANNOUNCEMENT OF VACANCIES: ADMINISTRATIVE AIDE VI AND
ADMINISTRATIVE ASSISTANT II 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 Aide VI and Administrative Assistant II positions to **January 15 2021, 11:59PM**. Interested applicants may request a copy of the duties and responsibilities of the position via email to recruitment.elsalvadorcity@deped.gov.ph.
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
 - a. *Education*: Completion of 2 years college studies or high school graduate with relevant vocational/ trade course
 - b. *Training*: 4 hours of relevant training
 - c. *Experience*: 1 year relevant experience
 - d. *Eligibility*: CS Sub-Professional; 1st Level Eligibility**Required Competencies**
 - a. *Core Behavioral Competencies*: Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;
 - b. *Core Skills*: Oral Communication, Written Communication and Computer/ICT Skills

OSDS/AMA



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



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4. 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 ADA6_Full Name (e.g. ADA6 _Juana D. Cruz) or ADAS2_Full Name (e.g. ADAS2 _Juana D. Cruz). The PDF file must be sent to recruitment.elsalvadorcity@deped.gov.ph on or before the deadline.
- Application Letter;
 - Accomplished CS Form 212 (Personal Data Sheet, Revised 2017) with picture;
 - Certificate of Registration/ License or any proof of eligibility;
 - Performance Rating for the last three (3) rating periods;
 - Updated copy of Service Record;
 - Transcript of Records;
 - All available and eligible pertinent documents as stipulated in DepEd Order No. 66, s. 2007; and
 - Omnibus certification of authenticity and veracity of all documents submitted.
5. Only 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), will undergo the interview, tentatively scheduled on *February 01, 2021*.
6. 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

Anna Mae M. Atillo
Human Resource Management Officer II

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Maricel B. Jangao

Accountant III, Member during Selection for ADAS2

Sheila Mae B. Acero

Administrative Assistant III, EDTEA Representative

Secretariat: **Randy Rhys U. Capistrano**

Administrative Assistant III

7. 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.
8. 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

OSDS/AMA



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