



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

08 Oct 2021

DIVISION MEMORANDUM
No. 399, s. 2021

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
ADMINISTRATIVE ASSISTANT III POSITION**

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 calls for the submission of Applications for Administrative Assistant III position, deadline of which is on or before **October 29, 2021, 11:59 PM**. 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
 - 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
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).



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 557-5375
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



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Filename of which shall be 2021_ADAS3_Full Name (e.g. 2021_ADAS3_Juana D. Cruz). The PDF file must be sent to 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.
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 **December 03, 2021**.
6. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Main	Alternate
Chairperson	Dionesio L. Liwagon Jr.	Ninian A. Alcasid
Members	Rolly B. Labis	Karen Rose A. Serrania
	Jeffrey M. Martinez	Stephanie P. Saligumba
	Anna Mae M. Atillo	Rosa Maria M. Rebusto
	Sheila B. Acero	None
Secretariat	Randy Rhys U. Capistrano	Felanie Marie A. Lim

7. This is the target schedule for this ranking:

Schedule	Activity/Output	In-Charge
October 08-29, 2021	Submission of Application Documents	Applicants and HRMPSB Secretariat
November 2-12, 2021	Initial Evaluation	HRMO
	Background Investigation	HRMPSB Secretariat
November 16, 2021	HRMPSB Meeting	HRMPSB





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November 17, 2021	Orientation of Applicants	Applicants and HRMPSB
December 03, 2021	HRMPSB Deliberation	Applicants and HRMPSB
December 08, 2021	Submission of Comparative Assessment Report w/ attachments	Personnel Unit

8. This Office shall observe the Equal Employment Opportunity Principle (EEOP) in all steps to be undertaken for this ranking. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
9. 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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