



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

18 Nov 2022

DIVISION MEMORANDUM
No. 529, s. 2022

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
ADMINISTRATIVE AIDE VI POSITION**

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
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 Aide VI position until **December 13, 2022, 5:00 PM.** Copy of the duties and responsibilities of the position is enclosed herewith to serve 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
 - a. *Education:* Completion of 2 years studies in college
 - b. *Training:* None required
 - c. *Experience:* None required
 - d. *Eligibility:* Career Service (Subprofessional) first level eligibility

Required Competencies

- a. *Technical Competencies:* Records and schedule management, render secretariat and frontline services
- b. *Core Behavioral Competencies:* Self Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation and Innovation;
- c. *Core Skills:* Oral Communication, Written Communication and Computer/ICT Skills



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 855-0113
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 2022-ADA6-RECORDS_Full Name (e.g. 2022-ADA6-RECORDS_Juana D. Cruz). **The PDF file must be sent to recruitment.elsalvadorcity@deped.gov.ph and the hard copy of the documents must be submitted to the Division Office (Attn: Personnel Unit) on or before the deadline.**
- a. Checklist of Requirements (enclosed herewith) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom
 - b. Letter of intent addressed to the Schools Division Superintendent
 - c. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet
 - d. Photocopy of Certificate of Eligibility/Report of Rating
 - e. Photocopy of valid and updated PRC License/ID, if applicable
 - f. Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable
 - g. Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is/are applicable
 - h. Photocopy of Certificates of Training, if applicable
 - i. Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment, if applicable
 - j. Photocopy of Latest Appointment, if applicable
 - k. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item 'h' is not relevant to the position to be filled
 - l. All available and eligible pertinent documents as stipulated in DepEd Order No. 66, s. 2007 (proof of Outstanding Employee Award, Innovations, Research & Development Projects, Publication/Authorship and for having been a Resource Speaker
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 further undergo the selection process.



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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
	Eleonor M. Remonsada	Alan T. Saculingan or Rizan L. Sardane
	Anna Mae M. Atillo	Felanie Marie A. Lim
	Sheila Mae B. Acero	Nishi M. Abratiguin
Secretariat	Randy Rhys U. Capistrano	Ricca Stephanie E. Oco

7. This is the target schedule for this ranking:

Schedule	Activity/Output	In-Charge
November 24, 2022, 1:30 PM	Orientation of Applicants <i>via MS Teams or FB Live</i>	Applicants, Personnel Unit and HRMPSB
Until December 13, 2022, 5:00PM	Submission of Application Documents	Applicants and HRMPSB Secretariat
December 20, 2022	Initial Evaluation	HRMO
December 21, 2022	Posting of Selection Line-Up	HRMO & HRMPSB Secretariat
December 27-29, 2022	Background Investigation	HRMPSB Secretariat
January 08, 2023	Interview and Final Deliberation	HRMPSB & Applicants
January 09, 2023	Submission of Comparative Assessment Report w/ attachments	HRMPSB

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.





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9. Immediate dissemination of this Memorandum to all concerned is enjoined.

OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

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

HIRING RECRUITMENT SELECTION



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Enclosure No. 1 to Division Memorandum No. 529, s. 2022

DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE AIDE VI (RECORDS)

JOB SUMMARY

To provide administrative support to the Records Officer in the maintenance of a records management system for the creation, classification, storage, maintenance, use and disposition of operating records and documents of permanent, legal, and historical value and ensure the security, preservation, and efficient access and retrieval of such records when needed by the Schools Division Office management and staff.

KEY RESULT AREA (KRA)	DUTIES AND RESPONSIBILITIES
Records Management System	<ul style="list-style-type: none">• Receive, record and file documents according to the recommended filing system.• Maintains cleanliness and orderliness of Records Storage Area that will ensure daily safety and security of records and easy access and retrieval as needed.• Retrieve records requested by the Records Officer and keeps track of the whereabouts of the original document
Receiving and Releasing	<ul style="list-style-type: none">• Receive and record all documents brought to the records office.• Release, routes or files non-routine critical documents as classified by the Records Officer.
Documents Authentication, Verification and Certifications	<ul style="list-style-type: none">• Assist Records Officer in document authentication and verification following protocol for such.• Receives request for certifications and gathers the data required to prepare the certification for the approval of the Records Officer.• Prepares certifications for the signature of the appropriate management level.
Reporting	<ul style="list-style-type: none">• Gather data and information required in the preparation of annual and other administrative reports.• Implement process for conducting and annual inventory of records and submit findings to Records Officer.
Technical Assistance	<ul style="list-style-type: none">• Coordinate training/ orientation schedules and logistics on records management to staff in the Schools Division, schools and learning centers.• Assist Records Officer gather data on needs regarding records management and provide technical assistance and interventions to support effective records management in the schools and learning centers



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Enclosure No. 2 to Division Memorandum No. 529, s. 2022

CHECKLIST OF REQUIREMENTS

HRMO-C

Name of Applicant: _____ Contact No.: _____
Position Applied For: _____ Religion: _____
Course: _____ Ethnicity: _____
Person with Disability: Yes () No () Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
(a) Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
(b) Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with Work Experience Sheet			
(c.1) Photocopy of Certificate of Eligibility/Report of Rating			
(c.2) Photocopy of valid and updated PRC License/ID, if applicable			
(d) Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable			
(e) Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is/are applicable			
(f) Photocopy of Certificates of Training, if applicable			
(g) Photocopy of the Performance Ratings covering one (1) year performance in the last rating period/s prior to the assessment, if applicable			
(h) Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act (Annex C)			
(i) Checklist of Requirements (Annex C)			
Other documents as may be required:			
(j.1) Photocopy of Latest Appointment, if applicable			
(j.2) Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item No. 9 is not relevant to the position to be filled			
(j.3) Means of Verification (MOVs)/Other documents specified in DepEd Order 66, s. 2007			
(j.4) Other documents specified in DepEd Order 66, s. 2007			

OMNIBUS CERTIFICATION AND WAIVER

This is to certify that all information above are true and correct; and that the documents submitted are authentic. This is also to authorize the Department of Education - Division of El Salvador City to use my personal information for purposes of recruitment, selection, and hiring.

Name and Signature of Applicant

Attested by:

ANNA MAE M. ATILLO
Human Resource Management Officer II



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