



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

21 Nov 2022

DIVISION MEMORANDUM
No. 530, s. 2022

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
ALTERNATIVE LEARNING SYSTEM (ALS) FIELD ENUMERATOR
UNDER CONTRACT OF SERVICE (COS)**

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 announces the call for submission of applications for Field Enumerator for Alternative Learning System (ALS), until **December 01, 2022, 5:00 PM**. The ALS Field Enumerator is expected to gather data on ALS Community-Based Learning Centers and School-Based Learning Centers. Below is a summary of the Duties and Responsibilities of the Field Enumerator:

- a. Attend an orientation on the conduct of the ALS CLC Inventory to be organized by the SDO through the Division ALS Focal Person;
- b. Conduct the ALS CLC Inventory within the jurisdiction of the SDO, based on the area of assignment, team assignment and schedule determined by the SDO;
- c. Encode the ALS CLC inventoried on a daily basis;
- d. Ensure data security and back-up on a daily basis;
- e. Conduct data cleaning on a regular basis to fix, remove incorrect, duplicate, incomplete, corrupted data within the dataset;
- f. Prepare all accomplished ALS CLC Inventory Form for validation of the ALS Teacher, endorsement of the Division ALS Focal Person, and approval of the SDS;
- g. Prepare accomplished and duly signed ALS CLC Inventory Form to be sent by courier to the Bureau of Alternative Education (BAE) – Central Office;
- h. Answer all questions or clarifications by the SDO/CO on the ALS CLC Inventory conducted;



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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- i. Work together and collaborate with other Field Enumerator/s (when there is more than one (1) hired Field Enumerator in the SDO) to ensure the efficient and timely conduct of the inventory;
 - j. Regularly report to and coordinate with the EPS II for ALS or the Division ALS Focal Person;
 - k. Perform other tasks and functions related to the conduct of the ALS CLC Inventory as may be deemed necessary or assigned by the EPS II for ALS or Division ALS Focal Person.
2. The following **Qualification Standards (QS)** shall be considered during initial evaluation:
- a. At least Senior High School graduate; or at least two (2) years in college;
 - b. Knowledgeable in using Microsoft Excel, Google Drive and Google Forms;
 - c. Has a laptop/iPad/tablet with the latest Operating System (OS), processor, at least 8GB of Random Access Memory (RAM), and with virus protection software/application;
 - d. Residing within the jurisdiction of the SDO;
 - e. In good physical condition; and
 - f. Willing to undergo orientation on the conduct of the ALS CLC Inventory and comply with the required research protocols.

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
3. This position shall be under Contract of Service (COS) for three (3) months receiving a remuneration or compensation for services amounting to Nineteen Thousand Pesos (Php 19,000.00) per month.
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-ALS-FE_Full Name (e.g. 2022-ALS-FE_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



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- c. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet
 - 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. Proof of residency in El Salvador City
 - g. Medical Certificate indicating that applicant is fit to work, duly certified by a Government Physician
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 and further evaluation.
6. For this ranking, the following criteria shall be followed in the evaluation of applicants. Details on this shall be discussed during the orientation of applicants.

CRITERION	MAXIMUM POINTS
Education	10
Experience	10
Computer Skills	40
Communication Skills	20
Potential	5
Psycho-Social Attributes	15
TOTAL	100

7. 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
	John Franklin Dresser	None
	Johnell Francis S. Vacalares	None
	Jeffrey M. Martinez	Stephanie P. Saligumba
	Anna Mae M. Atillo	Felanie Marie A. Lim
Secretariat	Randy Rhys U. Capistrano	Ricca Stephanie E. Oco

8. This is the target schedule for this ranking:

Schedule	Activity/Output	In-Charge
November 24, 2022, 3:30 PM	Orientation of Applicants	Applicants and HRMPSB
Until December 1, 2022	Submission of Application Documents	Applicants and HRMPSB Secretariat





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December 2, 2022	Initial Evaluation	HRMO
December 5, 2022	Posting of Selection Line-Up	HRMO, HRMPSB Chairperson and SDS
December 5-7, 2022	Background Investigation	HRMPSB Secretariat
December 7, 2022	Exam and/or Skills Test	HRMPSB & Applicants
December 9, 2022	Interview and Final Deliberation	HRMPSB & Applicants
December 9, 2022	Submission of Comparative Assessment Report w/ attachments	HRMPSB & Personnel Unit

9. This Office shall observe the Equal Employment Opportunity Principle (EEO) 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.

10. 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. 530, s. 2022

CHECKLIST OF REQUIREMENTS

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) 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 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) Proof of residency in El Salvador City			
(g) Medical Certificate indicating that applicant is fit to work, duly certified by a Government Physician			

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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