



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

06 Jan 2023

DIVISION MEMORANDUM
No. 011, s. 2023

**ANNOUNCEMENT OF CAREER OPPORTUNITY/IES:
VACANCIES IN THE SCHOOLS DIVISION OFFICE (SDO)**

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 the vacant positions in the Schools Division Office (SDO), until **January 31, 2023, 5:00 PM**. Copy of the duties and responsibilities of the position may be requested by sending an 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

VACANT POSITION	QUALIFICATION STANDARDS			
	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Administrative Assistant I (Secretary I)	Completion of two years studies in college	None required	None required	Career Service (Sub-professional)/ First Level Eligibility
Administrative Assistant III (Senior Bookkeeper)	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service Sub-Professional (1st Level Eligibility)



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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Education Program Specialist II	Bachelor's degree in Education or its equivalent	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level eligibility
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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*). Filename of which shall be as follows:

VACANT POSITION	PRESCRIBED FILE NAME	SAMPLE FILE NAME
Administrative Assistant I (Secretary I)	2023-BUDGET-ADAS1_Full Name	2023-BUDGET-ADAS1_Juan D. Cruz
Administrative Assistant III (Senior Bookkeeper)	2023-OSDS-ADAS3_Full Name	2023-OSDS-ADAS3_Juana D. Cruz
Education Program Specialist II	2023-SGOD-EPS2_Full Name	2023-SGOD-EPS2_Juana D. Cruz

5. **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. Letter of intent addressed to the Schools Division Superintendent
- b. Checklist of Requirements (enclosed herewith) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom
- 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 OR photocopy of valid and updated PRC License
- e. Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable
- f. Duly signed Service Record
- g. Photocopy of Certificates of Training

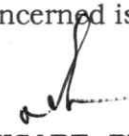


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- h. Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment
 - i. Photocopy of Latest Appointment, if applicable
 - j. Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item 'h' is not relevant to the position to be filled
 - k. 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
6. All applicants are enjoined to fill out this online form: bit.ly/ApplicantSignUpforOrientation if interested to join the orientation for applicants on **January 18, 2023**. The link for the virtual orientation will be sent to the email indicated by the applicant in the online form.
7. 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.
8. This Office shall issue another memorandum relative to the composition of the Human Resource Merit Promotion and Selection Board (HRMPSB) and the target schedule for this ranking.
9. 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.
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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CHECKLIST OF REQUIREMENTS

Annex 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




 Department of Education	JOB DESCRIPTION		JD No. _____	Revision Code: 00
	Position Title	Education Program Specialist II	Salary Grade	16
Parentetical Title		Governance Level	Schools Division Office	
Office/Bureau/Service		Unit/Division	School Governance and Operations Division – School Management Monitoring and Evaluation	
Reports to	Senior Education Program Specialist	Effectivity Date		
Positions Supervised				
JOB SUMMARY				
<ul style="list-style-type: none"> To assist in providing technical support in implementing quality management systems in the schools division office, the schools and learning centers and monitor adherence to standards and policies towards effective and efficient delivery of quality basic education To assist districts and schools/learning centers in the implementation of an M&E system to monitor their progress 				
QUALIFICATION STANDARDS				
A. CSC Prescribed Qualifications				
Education	Bachelor's degree in Education or its equivalent			
Experience	2 years experience in education research, development, implementation or other relevant experience			
Eligibility	4 hours of relevant training			
Trainings	RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position			
B. Preferred Qualifications				
Education				
Experience				
Eligibility				
Trainings				
KEY RESULT AREAS		DUTIES AND RESPONSIBILITIES		
Quality Management System		<ul style="list-style-type: none"> Gather data and provide support in the preparation and submission of report of findings on implementation of quality assurance processes on: 		

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> ↳ School Planning ↳ School Based Management ↳ Implementation of Programs & Projects as basis for continuous improvement. • Assist in validating report on School Achievement and Learning Outcome by gathering data utilizing prescribed approach and method. • Gather data as basis for M&E report on the performance of the Schools Division along: <ul style="list-style-type: none"> ↳ TA to schools and LCs ↳ Equitable Distribution of educational resources to schools and LCs • Gather data and prepare report/documents on best practices with regard school management and governance for sharing and benchmarking purposes.
Assessment	<ul style="list-style-type: none"> • Gather data for M&E Report on the implementation of Division assessment program aligned to national assessment framework • Gather data to validate and authenticate assessment strategies and tools for schools, classrooms and LCs use • Gather data to assess result of tracking progress and for grading purposes. • Provide assistance and support in the monitoring and evaluation of the conduct of national, regional and division assessment tests to identify issues and concerns arising and help improve the process. • Provide assistance in implementing a process for monitoring and evaluating the organizational effectiveness of the schools division office and submit a report to document process and recommendations for continuous improvement.
School Compliance to Quality Standards (Public And Private)	<ul style="list-style-type: none"> • Information, Education and Advocacy Programs and Materials to Accreditation Standards • Validated documents of schools requesting permit to operate • Complete portfolio of documents of schools requesting to operate for submission to the regional office.
Research and Development	<ul style="list-style-type: none"> • Assist in the conduct of action research on factors contributing to successful implementation of programs and projects in schools to provide information for continuous improvement.
Technical Assistance to Schools and Learning Center	<ul style="list-style-type: none"> • Assist in the provision of Technical Assistance to schools and learning centers on the above areas.

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Position Title	Administrative Assistant I	Salary Grade	7
Parenthetical Title	Accounting Machine Operator	Governance Level	SDO
Office/Bureau/Service	Office of the Schools Division Superintendent	Unit/Division	Budget Unit - Finance Division
Reports to	Budget Officer III	Effectivity Date	
Positions Supervised			
JOB SUMMARY			
<p>To provide general and routine clerical support to the budgeting officer in the preparation of budgetary requirements needed for submission to the DBM and reports in compliance to other attached agencies.</p> <p>To provide administrative support to the Finance Services functions.</p>			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	At least 2 years college level		
Experience	none		
Eligibility	Career Service Professional (First Level Eligibility)		
Trainings	none		
B. Preferred Qualifications			
Additional Requirements	<i>Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet</i>		

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
<p>Budget Preparation, Execution and Accountability Data and Documents</p>	<ol style="list-style-type: none"> 1. Identifies and gathers data needed in the preparation of budget proposals, budget execution documents and budget accountability reports 2. Reviews supporting documents of claims as to compliance with budgeting, accounting and auditing rules and regulations 3. Provides clerical support in the preparation of budget proposals 4. Prepares obligation request for claims 5. Prepares reports on the budget matters

 Department of Education	JOB DESCRIPTION		JD No. _____	Revision Code: ____
	Position Title	Administrative Assistant III	Salary Grade	9
Parentetical Title		Governance Level	SDO	
Unit/Division	Office of the Schools Division Superintendent	Office/Bureau/Service	OSDS	
Reports to	Schools Division Superintendent	Effectivity Date		
Positions Supervised		Page/s		
JOB SUMMARY				
To provide prompt and quality support service to the SDS by implementing administrative systems, procedures, and monitoring administrative projects in order for the SDS to perform his/her duties efficiently.				
QUALIFICATION STANDARDS				
A. CSC Prescribed Qualifications				
Education	Completion of two years in college			
Experience	1 year relevant experience			
Eligibility	Career Service Professional (First Level Eligibility)			
Trainings	4 hours of relevant training to the position (office management skills, computer skills)			
B. Preferred Qualifications				
Education	Two years college or two year vocational course (secretarial) preferably Bachelor's degree in a related course			
Experience				
Eligibility	TESDA Certificate Holder			
Trainings	Basic Knowledge in Computer Operations such as Microsoft Office			

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Office Schedules	<ul style="list-style-type: none"> Schedules/calendars meetings/appointments of the SDS with other offices/Staff by calendaring, following up and confirming attendance of both parties

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Communications/Documents	<ul style="list-style-type: none"> • Reviews documents received and prepares referral slips by identifying contents of documents for action of the SDS or routing document to the concerned office or person.
Guests Reception	<ul style="list-style-type: none"> • Entertains visitors/guests of the Director/Directorate by attending to their needs promptly thus lessening the time demand on the Director.
Records/Files	<ul style="list-style-type: none"> • Identifies/sorts official documents, correspondence per programs/projects as to confidentiality and importance for proper labeling/ filing and safekeeping for future reference
Personnel Matters	<ul style="list-style-type: none"> • Monitors daily attendance of employees/staff in the Directorate by recording daily attendance and comparing time card versus logbook
Technical/Administrative Support	<ul style="list-style-type: none"> • Prepares minutes of meetings/agenda attended and conducted by the Office of the SDS by recording and transcribing the encoding agreements made and disseminate it to the attendees for future reference and follow through of agreements. • Facilitates travel documents (local and abroad) of the Director by preparing travel authority, itinerary and other required documents and making such available for the Director on or before travel date. • Facilitates supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and abroad), reimbursements, liquidation reports of the Director/directorate by preparing required documents/forms • Prepares PowerPoint presentation drafted by the SDS for use in the scheduled speaking engagement • Provides administrative support/logistics needs in the implementation of the Office programs/projects/activities initiated by the Director/Directorate through collection/consolidation of participants' attendance and directory, consolidation of P/P/As output, preparation of supplies/materials/equipment