



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

26 Jan 2023

DIVISION MEMORANDUM  
No. 048, 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 **February 17, 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](mailto: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 III (Senior Bookkeeper)	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (1st Level Eligibility)
Administrative Officer IV (Human Resource Management Officer II)	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level eligibility



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 855-0113  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)



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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 III (Secretary II)	2023-OSDS-ADAS3_Full Name	2023-OSDS-ADAS3_Juana D. Cruz
Administrative Officer IV (Human Resource Management Officer II)	2023-OSDS-HRMO2_Full Name	2023-OSDS-HRMO2_Juana D. Cruz

5. **The PDF file must be sent to [recruitment.elsalvadorcity@deped.gov.ph](mailto: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
- 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




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- 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](http://bit.ly/ApplicantSignUpforOrientation) if interested to join the orientation for applicants on **February 02, 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](http://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 Schools Division Superintendent			
(b)	Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet			
(c)	Photocopy of Certificate of Eligibility/Report of Rating OR photocopy of valid and updated PRC License			
(d)	Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable			
(e)	Duly signed Service Record			
(f)	Photocopy of Certificates of Training			
(g)	Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment			
(h)	Checklist of Requirements (enclosed herewith) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom			
(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			

**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

