



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

18 Sep 2023

DIVISION MEMORANDUM
No. 392, s. 2023

**ANNOUNCEMENT OF CAREER OPPORTUNITY:
ADMINISTRATIVE AIDE VI (CLERK III)**

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 the submission of Applications for the Administrative Aide VI position until **October 06, 2023, 5:00 PM**. Copy of the duties and responsibilities of the position is enclosed herewith to serve as reference.

Position	Item No.	Station Assignment
Administrative Aide VI	OSEC-DECSB-ADA6-660030-2014	Division Office

2. The ranking shall abide with the guidelines stipulated in **DepED Order No. 7, s. 2023**, otherwise known as "*Guidelines on Recruitment, Selection, and Appointment in the Department of Education.*" For non-teaching personnel.
3. The assessment for this position shall be based on the following criteria:
 - a. **Education** units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
 - b. **Training** hours relevant to the position to be filled, acquired after the last promotion but within the last five (5) years;
 - c. **Experience** relevant to the position to be filled;
 - d. **Performance** based on submitted performance rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled;
 - e. **Outstanding Accomplishments** acquired after the last promotion;
 - f. **Application of Education** acquired after the last promotion;



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 882 6326
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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- g. **Application of Learning and Development (L&D)** acquired after the last promotion; and
- h. **Potential** measured using other evaluative assessments
4. The following qualification standards shall be considered:
- Prescribed Qualifications**
- Education:* Completion of two years studies in college
 - Training:* none required
 - Experience:* none required
 - Eligibility:* Career Service (Sub-professional)/ First Level Eligibility
- Required Competencies**
- Core Behavioral Competencies:* Self-Management, Professionalism & Ethics, Results Focus, Teamwork, Service Orientation, Innovation;
 - Core Skills:* Oral Communication Written Communication, Computer/ICT Skills
5. All interested applicants shall submit the required documents in **HARD COPY** to the Division Office (Attn: Personnel Unit) on or before the deadline. Pertinent copies shall be submitted in a **legal-sized** folder indicating the prescribed file name in the built-in tab, which shall be 2023-ELSA-ADA6A_Full Name (e.g. 2023-ELSA-ADA6A_Juana D. Cruz). **Order of documents shall be as follows:**
- Checklist of Requirements (enclosed herewith) with Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act at the bottom;
 - Letter of intent addressed to the Schools Division Superintendent
RANDOLPH B. TORTOLA
Schools Division Superintendent
 - Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) with work experience sheet
 - Photocopy of Certificate of Eligibility/Report of Rating
 - Photocopy of valid and updated PRC License/ID, if applicable
 - Photocopy of scholastic/academic record, e.g. Transcript of Records (TOR), including graduate/post-graduate, if applicable
 - Certification of MA/PhD units earned from university registrar, if Applicable
 - Copy of General Weighted Average (GWA) duly certified by the University Registrar, if Applicable
 - Certificate of Employment, Contract of Service, or Duly signed Service Record, whichever is applicable
 - Photocopy of Certificates of Trainings, if applicable



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- k. Photocopy of the Performance Ratings covering performance in the last three (3) rating periods prior to the assessment, if applicable
- l. Photocopy of Latest Appointment, if applicable
- m. 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
- n. Means of Verification (MOVs) showing all Outstanding Accomplishments acquired or earned after the last promotion shall be considered eligible to be given points:
 - i. Awards and Recognition MOVs:
 - (1) Memorandum or document showing the Criteria for the Search / Designation
 - (2) Certificate of recognition/Award
 - ii. Research and Innovation MOVs:
 - (1) Proposal Duly approved by the Head of Office or the designated Research Committee per DO No. 16, s. 2017
 - (2) Accomplishment report verified by the Head of Office
 - (3) Certification of Utilization of the innovation research, within the school/office duly signed by the Head of Office
 - (4) Certification adoption of the innovation or research by another school/office duly signed by the Head of Office
 - (5) Proof of citation by their researchers (whose study/research, whether published or unpublished, is likewise approved by authorized body) of the concept/s developed in the research. Points for collaborative research/innovations shall be divided by the number of authors/researchers indicated in the copyright page.
 - iii. Subject Matter Expert/ Membership in National TWGs or Committees MOVs:
 - (1) Issuance/Memorandum showing the membership in NTWG or Committee
 - (2) Certificate of Participation or Attendance;
 - (3) Output/ Adoption by the organization/DepEd
 - iv. Resource Speakership/ Learning Facilitation/ Trainer MOVs:
 - (1) Issuance/ Memorandum/ Invitations/ Training Matrix
 - (2) Certification of Recognition/ Merit/ Commendation/ Appreciation
 - (3) Slide deck/s used and/or Session guide/s
 - v. NEAP Accredited Learning Facilitator MOVs:
 - (1) Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office



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(2) Certificate of Recognition as Learning Facilitator issued by NEAP Central Office

o. Means of Verification (MOVs) for Application of Education acquired or earned after the last promotion shall be considered eligible to be given points. This is the contribution made by an applicant to their workplace as a result of their learnings from their education degree/s or units earned, such as but not limited to applied concepts, processes, and skills that are relevant to the position to be filled. The MOVs include:

- (1) Action Plan approved by the Head of Office
- (2) Accomplishment Report verified by the Head of Office
- (3) Certification of the utilization/adoption signed by the Head of Office

p. Means of Verification (MOVs) for Learning and Development (L&D) acquired or earned after the last promotion shall be considered eligible to be given points. Application of L&D is a proven success of the learnings gained from the human resource development (HRD) interventions done/ attended by the applicant which must have led to significant positive results in their current or previous work. MOVs include:

- (1) Certificate of Training or Certification on any applicable L&D intervention acquires that is aligned with the Individual Development Plan (IDP); for external applicants, a certification from HR stating that the L&D Intervention is aligned with the core tasks of the applicant in their current or previous position shall be required;
- (2) Action Plan/ Re-entry Action Plan (REAP)/ Job Embedded Learning (JEL)/ Impact Project applying the learnings from the L&D Intervention done/ attended, duly approved by the Head of Office;
- (3) Accomplishment Report together with a general certification that the L&D intervention was used/adopted by the office at the local level;
- (4) Accomplishment Report together with a general certification that the L&D intervention was used/adopted by a different office at the local/higher level.

6. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following employees:

Role	Main
Chairperson	Conniebel C. Nistal
Members	Rolly B. Labis
	Jeffrey M. Martinez
	Felanie Marie A. Lim
	Sheila Mae B. Acero
Secretariat	Randy Rhys U. Capistrano



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7. This is the target schedule for this ranking:

Schedule	Activity/Output	In-Charge
September 21, 2023 (AM)	Orientation of Applicants via MS Teams or FB Live	Applicants, Personnel Unit and HRMPSB
Until October 06, 2023, 5:00PM	Submission of Application Documents	Applicants and HRMPSB Secretariat
October 17-19, 2023	Initial Evaluation	IER Committee
October 23, 2023	Posting of Selection Line-Up	HRMO & HRMPSB Secretariat
November 15, 2023	Interview and Final Deliberation	HRMPSB & Applicants
November 16, 2023	Submission of Comparative Assessment Report w/ attachments	HRMPSB

8. Interested applicants who want to join the online orientation may register through this link: <https://tinyurl.com/OrientationForDepEdELSA> Registered applicants will be sent a link on the day of the orientation.
9. Only applicants tagged as “qualified” in the Initial Evaluation Results, as reflected in the Division Website: www.depedelsalvadoricity.net (just click Career Opportunities → Selection Line-up), will undergo the further interview and further evaluation.
10. 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.
11. Immediate dissemination of this Memorandum to all concerned is enjoined.


RANDOLPH B. TORTOLA
 Schools Division Superintendent *RM*

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

HIRING RECRUITMENT SELECTION



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CHECKLIST OF REQUIREMENTS

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

Application Code: _____

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/ sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to: Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF AUTHENTICITY AND VERACITY

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this ____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

POSITION: ADMINISTRATIVE AIDE VI

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Plots/Schedules Activities	<ol style="list-style-type: none"> 1. Schedules/ calendars OSDS activities such as training and workshops, meetings/ appointments of the SDS with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time.
Record Management	<ol style="list-style-type: none"> 1. Receives, records and routes documents addressed to the SDS by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents 2. Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. 3. Documents proceedings and agreements of meetings as assigned by the SDS, distributes copies of the minutes to concerned parties as well as files a copy for future reference.
Administrative Support	<ol style="list-style-type: none"> 1. Prepares or encodes into electronic format word documents and other presentation materials 2. Provides assistance and administrative support to training and conferences as assigned. 3. Coordinates preparation of documents needed in the operations of SDO 4. Ensure security of office equipment and availability of office supplies
Secretariat/Frontline	<ol style="list-style-type: none"> 1. Receives and routes incoming calls to or logs information and notifies the concerned party 2. Greets and entertains office visitors and responds to their needs 3. Logs concerns brought to the office and follow through on inquiries 4. Coordinates travel bookings of OSDS staff based on instructions and gives feedback on status of bookings. 5. Coordinates meetings and appointment with external parties (dates and venue, meals arranged as needed) and confirms such to all concerned