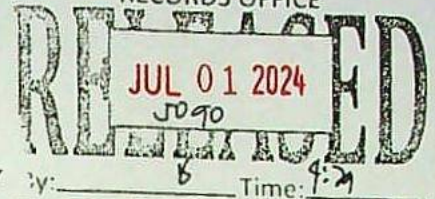




Republic of the Philippines
Department of Education
 REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
 RECORDS OFFICE



Office of the Schools Division
 Superintendent

DIVISION MEMORANDUM

No. 252, s. 2024

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Administrative Officers
 School Heads
 Teachers and Non-Teaching Personnel
 Others Concerned

DATE: June 28, 2024

SUBJECT: **CALL FOR APPLICATION FOR NON-TEACHING POSITION**

1. This Division is hereby accepting applications for the following vacant position:

No.	Position Title/ SG/ Monthly Salary/ Item Number	CSC- approved Qualification Standards					Place of Assignment
		Education	Training	Experience	Eligibility	Competency (if applicable)	
1.	Administrative Officer II/SG 11/ Php27,000/ OSEC-DECSB- ADOF2-60109- 2020	Bachelor's Degree relevant to the job	None required	None required		Career Service (Profession al)/ Second Level Eligibility	Elementary
2.	Administrative Assistant III / SG 09 / Php21,211/ OSEC-DECSB- ADAS3-60075- 2018	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience		Career Service Sub- professiona l/ First Level Eligibility	Elementary

2. The job description for the aforementioned vacant position is attached as
Enclosure No. 1.



Address: Burgos St., Poblacion Oeste, Dagupan City
 Telephone: (075) 653-4101
 Website: depeddagupan.com
 email: dagupan.city@deped.gov.ph



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3. Applicants are advised to determine if they meet the minimum qualification standards approved by the Civil Service Commission and the selection criteria set forth in DepEd Order 66, s. 2007 prior to submission of application documents.

4. All interested applicants to the above-mentioned vacant positions, whether internal or external to DepEd, are required to submit two sets of folders containing the following documents:

Mandatory documentary requirements:

- a. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent (**Enclosure No. 2**) duly notarized by authorized official;
- b. Letter of intent addressed to the Schools Division Superintendent;
- c. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable (downloadable at CSC Website);
- d. Photocopy of valid and updated PRC License/ID, if applicable;
- e. Photocopy of Certificate of Eligibility/Rating, if applicable;
- f. 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;
- g. Photocopy of Certificate/s of Training, if applicable;
- h. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
- i. Photocopy of latest appointment, if applicable;
- j. Photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
- k. Other documents as may be required by the HRMPSB for comparative assessment (please see Enclosure No. 2 and 3)

5. Deadline for submission of abovementioned documentary requirements shall be on JUL 11 2024. Individuals who failed to submit mandatory documentary requirements (items a to j) on the set deadline shall not be included in the pool of official applicants. However, non-submission of documentary requirements (item k.) shall not warrant exclusion from list of official applicant.

6. No additional documents shall be accepted after the deadline.

7. Submission of applications may be done thru any of the following modes:



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- a. Personal submission to the Division Office Records Section not later than 5PM on set deadline (*preferred mode*); OR
- b. Online submission thru the official email address not later than 12midnight on set deadline (*if personal submission is not practicable*): depeddagupanhr@gmail.com. The scanned copies of the application documents shall be saved in one file only with filename in this format: **position applied for full name of applicant (ex. Administrative Officer II Juan C. Dela Cruz)**

8. Applicants should first submit the aforementioned documents to the Personnel Unit for initial verification as to the completeness of the requirements before it can be stamped "received" at the Records Section. For applicants who will be submitting documents online, an acknowledgement email with information as to initial checking of completeness of documents will be sent the next working day;

9. The schedule of activities for assessment will be communicated to qualified applicants via their email address.

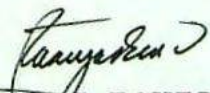
10. An applicant may apply for one or more positions, provided that he/she meets the qualifications for each position he/she is applying for, and should submit two sets of documentary requirements for each positions being applied for.

11. An Open-Ranking System shall be adopted in the conduct of comparative assessment wherein qualified applicants must be present to witness the actual evaluation of their papers vis-à-vis criteria wherein they will conform with their document's assessment results.

12. As reference for assessment, applicants are encouraged to read **DepEd Order No. 007, s. 2023**. Criteria and point system are hereto attached as **Enclosure No. 3**.

13. This Office highly encourages all interested and qualified applicants including Person's with Disability and members of indigenous communities to join in the assessment.

14. For information and guidance.


ROWENA C. BANZON EdD, CESO V
Schools Division Superintendent

- Enclosure No. 1: Job Description
Enclosure No. 2: Checklist of Requirements & Omnibus Sworn Statement
Enclosure No. 3: Scoring Sheet for Non-Teaching Positions



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JOB DESCRIPTION

Position Title:	Administrative Officer II	Salary Grade:	11
Unit/Division:	Elementary School	Monthly Salary:	27,000
QUALIFICATION STANDARD			
Education:	Bachelor's degree relevant to the job		
Experience:	None Required		
Training:	None Required		
Eligibility:	Career Service (Professional)/ Second Level Eligibility		
KRA	Duties and Responsibilities		
Personnel Administration	<u>Recruitment and Selection</u>		
	Provide human resources management support to the school head and coordinate with AO IV (HRMO II) of the SDO in the following HR-related functions:		
	a. recruitment and selection of applicants in the school assigned;		
	b. promotion and deployment of personnel in the assigned school by checking and validating the completeness and authenticity of documents to be submitted to the HRMO for preparation/issuance of appointment;		
	c. Prepare ERF of qualified teachers and submit to SDO for processing		
	<u>Personnel Records</u>		
	a. Update regularly 201 files and maintain database of personal information of		
	b. Act/assist the designated Agency Authorized Officer (AAO) in the field in terms of verifying/approving GSIS loans and agency remittance advice (ARA) as may be delegated		
	c. Consolidate daily time record (DTR) of school personnel and prepare monthly report of service (Form 7)		
	d. Monitor and record attendance/absence of school personnel and report to school head issues and concerns related thereto		
	e. Acts on application for leaves of school personnel and facilitate recommendation by the school head and approval by the SDS		
	f. Update vacation service/leave credits of school personnel and regularly communicate to all concerned		
	g. Maintain the confidentiality of personal information of school personnel to which he/she has legal access.		
	h. Coordinate with concerned offices, such as BIR, GSIS, PhilHealth, Pag-IBIG, CSC, and other agencies/entities on the implementation of policies and guidelines relevant to personnel.		
	<u>Compensation and Benefit</u>		
	a. Compute and submit to SDO applicable personnel benefits for processing, funding, and release (e.g. maternity benefits, step increment, salary differentials, overtime pay, proportional vacation pay, etc)		
	b. Monitor and prepare notices for step increments and adjustments of school personnel and submit to HRMO for checking and verification		
	c. Process retirement/separation benefits of school personnel for indorsement by the school head to the SDO		
	<u>Other HR-related function</u>		
	a. Update school personnel of the latest HR-related policies		
	b. Develop and present to the school head/HRMO innovative strategies in improving HR practice in the school		
	c. Assist the school head in performance management, rewards and recognition, and learning development policies and practices implementation in the school		
	d. Prepare and submit HR-related reports to school head/HRMO		

	e. Coordinate regularly with the HRMO in the implementation of HR policies and guidelines
	f. Facilitate submission and approval by the SDS of Permit to Study/Practice of Profession, Authority to Travel, and other school requests for school personnel.
Property Custodianship	a. Assist the school head in the preparation of School Form 7 (SF 7)/loading of teachers.
	b. Assist the school planning team in the preparation of SIP/AIP.
	c. Provide general administrative support to school head and teachers like reproduction of learning materials, encoding of reports, preparation of documents, etc.
	d. Perform other functions as may be assigned by the School Head.
Financial Management	a. Assist the School Head on the preparation of the following documents such as but not limited to: • Cash disbursement register • Authority to debit/credit account • Liquidation reports including supporting documents
	b) For IUs, assist the School Head on the preparation of required reports from COA, DBM, and other oversight agencies.
	c) Facilitate submission of all financial documents to the SDO and/or bank, if necessary.
	d) Provide assistance to other financial-related task of the School Head.
	e) Perform other functions as may be assigned by the School Head.

Position Title:	Administrative Assistant III	Salary Grade:	9
Unit/Division:	Elementary	Monthly Salary:	21,211
QUALIFICATION STANDARD			
Education:	Completion of two-year studies in college		
Training:	4 hours of relevant training		
Experience:	1 year of relevant experience		
Eligibility:	Career Service Sub-Professional/ First Level Eligibility		
KEY RESULT AREA/S			
KEY RESULT AREA/S		DUTIES AND RESPONSIBILITIES	
Financial Records and Reports		Ascertains that transaction have been properly recorded in books	
		Verify financial statements made by subordinate, verify the journal voucher	
		Prepares adjusting entries and journal vouchers	
		Prepares trial balances, monthly statements of income and expenditure and other financial statements	
Account Tracking		Prepares schedules to support statements of accounts and other financial statements for incorporation in the books of accounts or progress reports	
		Prepares the reconciliation of books of accounts to make the necessary adjustments to maintain accuracy and updated records	
Financial Transactions and Recording Procedures		Recommends to management and drafts correspondence pertaining to financial/bookkeeping matters based on issuances of CO Finance and oversight agencies and monitors understanding and application of such by SDO, schools and learning centers	
		Provides inputs for improvement of accounting section	
		Reviews, revises and gives feedback on the work of accounting and bookkeeping staff	

CHECKLIST OF REQUIREMENTS

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

Application Code: _____
 (to be filled out by HR section)

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, of 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 of 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 purpose 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 documents or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic documents if the said electronic documents maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.

SCORING SHEET for NON-TEACHING POSITIONS

(based on DepEd Order 007, s. 2023)

Name of Applicant: _____

Date of Assessment: _____

Position Applied For: _____

Criteria	Means of Verification	Weight Allocation			Computation/ Rubrics / Remarks	Score
		General Services	SG 1 - 9 (Non-General Services)	SG 10-23		
EDUCATION	— OTR or Cert of Units Earned	5	5	5		
TRAINING	— Certificate of Training	5	5	10		
EXPERIENCE	— Service Record of COE	20	20	15		
PERFORMANCE		10	20	20		
<i>For positions with experience requirement:</i>	— Latest performance rating covering 1 year performance from current or previous job relevant to the position to be filled				<i>(Performance Rating/5) x Weight Allocation</i>	
<i>For positions without experience requirement:</i>	— Board Examination or Career Service Eligibility ratings; OR				<i>(Board Exam or CS rating / 100) x Weight Allocation</i>	
	— PD 907 or Foreign School Honor Graduate Eligibility (FSHGE)				Summa Cum Laude -20 pts Magna Cum Laude -19 pts Cum Laude -18 pts	
OUTSTANDING ACCOMPLISHMENTS		5	10	10		
Awards and Recognition		4				
<i>a.1 Citation and Commendation (for applicants to general services positions only)</i>	— A. Letter of Citation or Commendation from previous employer				- Three (3) or more letters of citation - 4 pts. - Two (2) letters of citation - 3 pts. - One (1) letter of citation - 2 pts.	
<i>a.2. Academic or Inter-School award (for applicants with no or less than one year work experience)</i>	— A. Academic or Interschool Award; or				- At least 3 academic or inter-school awards or TOSP Award or Top 10 in Board / CS Exam - 4 pts	
	— B. TOSP Award; or				- At least 2 academic/ inter-school awards - 3 pts	
	— C. Certification or any document that the applicant belongs to the Top 10 in the Board or Civil Service Eligibility Examination				- At least 1 academic/ inter-school awards - 2 pts	
<i>a.3 Outstanding Employee Award (for applicant with previous work experience)</i>	— A. Any issuance; memorandum or document showing the Criteria for the Search; AND				Awards given by higher office - 4 pts	
	— B. Certificate of Recognition/Merit				Awards given by applicant's local office - 2 pt	
Research and Innovation		4				
	— A. Proposal duly approved by the Head of Office or the designated Research Committee per DO 16, s.2017				MOVs Submitted:	
	— B. Accomplishment Report verified by the Head of Office				A, B, C & D - 4 pts	
	— C. Certification of utilization of the innovation or research, within the school/office duly signed by the Head of Office				A, B, C & E - 4 pts	
	— D. Certification of adoption of the innovation or research by another school/office duly signed by the Head of Office				Only A, B and C - 3 pts	
	— E. Proof of citation by other researchers (whose study/research is likewise approved by authorized body) of the concept/s developed in the research.				Only A and B - 2 pts Only A - 1 pts	
Subject Matter Expert / Membership in NTWGs or Committees		3				
	— A. Issuance of Memorandum showing the membership in NTWG or committee;				MOVs Submitted:	
	— B. Certificate of Participation or Attendance; and				All MOVs - 3 pts	
	— C. Output/Adoption by the organization / DepEd				Only A and B - 2 pts	
Resource Speakership / Learning Facilitation		2				
	— A. Issuance / Memorandum / Invitation / Training Matrix; AND				Speakership in Higher Office/ Level - 2 pts	
	— B. Certificate of Recognition / Merit / Commendation / Appreciation; AND				Speakership in applicant's local office - 1 pt	
	— C. Slide deck/s used and/or Session guide/s					
NEAP Accredited Learning Facilitator		2				
	— A. Certificate of Recognition as Learning Facilitator issued by NEAP Regional Office				Accredited National Assessor - 2 pts	
	— B. Certificate of Recognition as Learning Facilitator issued by NEAP Central Office				Accredited National Trainer - 1.5 pts Accredited Regional Trainer - 1 pt	
APPLICATION OF EDUCATION		n/a	10	10		
<i>For positions with experience requirement</i>	— A. Action Plan approved by the Head of Office				MOVs Submitted Relevant Not Relevant	
	— B. Accomplishment Report verified by the Head of Office				All MOVs 10 pts 5 pts	
	— C. Certification of the utilization / adoption signed by the Head of Office				Only A & B 7 pts 3 pts Only A 5 pts 1 pt	
<i>For positions with no experience requirement</i>	— Certificate of GWA/ OTR/ Diploma/ Special Order or other certifications				<i>(GWA /100) x weight allocation</i>	
APPLICATION OF L&D		n/a	10	10		
	— A. Certificate of Training or Certification on any applicable L&D intervention acquired that is aligned with the Individual Development Plan (IDP); for external applicant, a certification from HR that the L&D intervention is aligned with the core task of the applicant in their current or previous position shall be required;				MOVs Submitted: Relevant Not Relevant	
	— B. 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.				All MOVs 10 pts 5 pts	
	— C. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level;				Only A, B & C 7 pts 3 pts	
	— D. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office at the local/higher level.				Only A & B 5 pts 1 pt	
POTENTIAL		55	20	20		
Written Examinations		n/a	5	5		
Skills or Work Sample Tests		n/a	10	10		
Behavioural Events Interview		n/a	5	5		