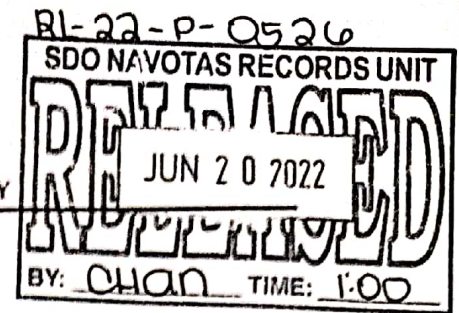




Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF NAVOTAS CITY

Office of the Schools Division  
Superintendent



20 June 2022

Honorable TOBIAS REYNALD M. TIANGCO  
City Mayor  
Navotas City

Thru: Information and Communications Technology Office

S I R:

Greetings of Solidarity!

This is to respectfully furnish you a copy of our Division Memorandum dated June 17, 2022 concerning the Hiring of Administrative Assistant III. May we request that you kindly post and disseminate this issuance in your City's official website page, for your constituent's information.

For other details, you may contact Ms. Elenor R. Cansino, Human Resource Management Officer II, at [elenor.robles@deped.gov.ph](mailto:elenor.robles@deped.gov.ph) or at 83555032.

Thank you and more power!

Very truly yours,

ALEJANDRO G. IBÁÑEZ  
Schools Division Superintendent

Personnel/CJME



① Bagumbayan Elementary School Compound, M. Naval St., Sipac-Almacen,  
Navotas City  
☎ (02) 83555032, (02) 83327985  
✉ [navotas.city@deped.gov.ph](mailto:navotas.city@deped.gov.ph) 🌐 <https://depednavotas.ph>



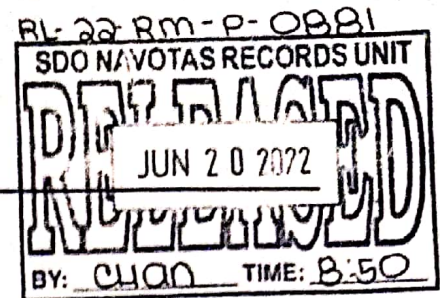
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Angat Pa, NAVOTAS!*



Republic of the Philippines  
Department of Education  
National Capital Region  
Schools Division Office of Navotas City

Office of the Schools Division  
Superintendent



MEMORANDUM

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Elementary & Secondary School Heads  
All Others Concerned

FROM:   
**ISABELLE S. SIBAYAN**  
Education Program Supervisor  
OIC, Office of the Assistant Schools Division Superintendent  
Officer-In-Charge

SUBJECT: **SCREENING/ EVALUATION FOR NON-TEACHING POSITION:  
ADMINISTRATIVE ASSISTANT - III**

Date: 17 June 2022

1. The field is hereby informed that the Division, through Human Resource Merit and Promotion Selection Board (HRMPSB) will conduct screening / evaluation of applicants for non-teaching position to fill up natural vacancy:

Position/s	No. of Position to be Filled	Salary Grade	Monthly Salary per NBC 579, s. 2020	Place/s of Assignment & No. of Vacancy
Administrative Assistant III	1	9	Php 20,402.00	San Roque National High School

2. All interested in this position must be able to meet the Qualification Standards (QS) (see **Annex A: Qualification Standards**) before they can be shortlisted and proceed with the application process. Applicants who will not meet the minimum QS of the position and failed to submit the list of documentary requirements (see **Annex B: List of Documentary Requirements**) on the set deadline shall not be included in the pool of applicants.
3. The Schools Division Office of Navotas City welcomes all qualified people, whether internal or external to the Department of Education (DepEd), to apply



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navotas.city@deped.gov.ph <https://depednavotas.ph>



ISO Certified:  
9001:2015

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Angat Pa, NAVOTAS!*



for this position regardless of their age, sexual orientation and gender identity expression, civil status, disability, religion, ethnicity, or political affiliation. The Division upholds the value of equality and diversity into all elements of its recruitment systems and adopts the **Equal Employment Opportunity Principle** (EEOP).

4. All interested applicants shall submit the following documentary requirements (see **Annex B: List of Documentary Requirements**) with tags/markers through the Records Section on July 08, 2022, Friday, and all **hard copies** of the documents must also be submitted in clearly **scanned copies in PDF format**. These should be sent via email to [sdonavolas.personnel@deped.gov.ph](mailto:sdonavolas.personnel@deped.gov.ph) on or before the deadline, for evaluation purposes. In the event that there is discrepancy between hard copy & scanned copy, the hard copy will prevail over the scanned copy. Also, all hard & soft copies shall be arranged according to the criteria mentioned in item number 5. Previous applicants must still submit all the requirements in hard and soft copies.
5. DepEd Order No. 66 s. 2007 (For Level 1 Non-Teaching Position) shall be used as reference in the screening and evaluation process. The criteria for computation of points of the applicants (see **Annex C: List of References**).
6. The schedule of activities relative to the screening /evaluation for non-teaching position (see **Annex D: Timeline of Activities**), and additional reminders and announcements (see **Annex E**).
7. For queries, please contact Ms. Elenor R. Cansino, HRMO-II, at (8)355-50-32 or through email at [elenor.robles@deped.gov.ph](mailto:elenor.robles@deped.gov.ph).
8. Immediate and wide dissemination of this Memorandum is directed.

HR UNIT/ ERC

## Annex A

### Qualification Standards (QS) for the Administrative Assistant III position:

Position Title	Education Requirements	Training Requirements	Experience Requirements	Eligibility Requirements
<b>Administrative Assistant III</b>	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year relevant experience	Career Service Sub-professional (First Level Eligibility)
<b>JOB DESCRIPTION</b>				
<b>Job Summary</b> This position shall provide assistance on the finance-related functions in schools and to facilitate efficiency in school operations such as accounting, budgeting, cash management, and payroll services, to ensure efficient office operations.				
KEY RESULT AREA/S		DUTIES & RESPONSIBILITIES		
Accounting Services		Maintain school's subsidiary ledgers related to cash advances  Assist the school head in the preparation of liquidation of cash advances  Prepare & submit to the SDO the monthly summary of cash advances received, liquidated & balances  Perform other related bookkeeping & accounting tasks for the schools as may be assigned		



## Annex B

### List of Documentary Requirements:

<b>a</b>	Letter of Intent	addressed to the Schools Division Superintendent (Note: State the specific position being applied for)
<b>b</b>	Duly accomplished Personal Data Sheet (Updated)	CSC Form 212, Revised 2017) with passport size picture taken within the last 6 months
<b>c</b>	Updated Service Record	Note: A private sector applicant must submit his/her Certificate of Employment with brief descriptions of his/her current duties and responsibilities.)
<b>d</b>	Photocopy of Academic Records/ Transcript of Records	holders of Bachelor's/ Master's or Doctorate degrees
		Certificate of Completed Academic Requirements (CAR) for those who have passed their Comprehensive Examinations and are writing their theses/ dissertations
<b>e</b>	Photocopy of Certificate of Eligibility	/ Rating/ License/ ID
<b>f</b>	Photocopy of Performance Ratings for the last 3 rating periods prior to this application	(Note: This should cover FY 2019, 2020 and 2021, if annual rating)
<b>g</b>	Photocopy of certificates of training attended	that are relevant to the position being applied for as Administrative Assistant III <b>(for Qualification Standards- QS purposes)</b> conducted for <b>at least three days</b> and held within the <b>last five (5) years and after the last promotion (for Criteria proper)</b>
<b>h</b>	Photocopy of certificates of specialized training attended	(e.g. scholarship programs, short term courses, or local or foreign study grants)
<b>i</b>	Photocopy of certificates of Outstanding Accomplishments (if any)	i. Outstanding Employee Awards ii. Innovations iii. Research & Development Project iv. Publication/Authorship v. Consultancy/Resource Speaker in Trainings/ Seminars/ Symposia
<b>j</b>	Omnibus Sworn Statement	see <b>Annex F</b>
<b>k</b>	Checklist of Requirements	see <b>Annex G</b>
<b>l</b>	Waiver pursuant to the Background Investigation	see <b>Annex H</b>

The above-mentioned documents in item **i.ii** Innovation must be duly authorized/approved by the immediate chief and attested by authorized regional/ division official. Likewise, item **i.iv** (Publication/ Authorship) must have accompanying certification from the publisher or copy of the book or article bearing the name of the applicant.

## ANNEX C

### List of references:

As per DepEd Order No. 66 s. 2007 (Non-Teaching Group Level 1)

CRITERIA		POINTS
1	Performance *	35
2	Experience **	5
3	Outstanding Accomplishments *** (Meritorious Accomplishments)	5
4	Education ****	10
5	Training *****	10
6	Psycho-social attributes	20
7	Potential	15
TOTAL		100

4

The HRMPSB shall evaluate the applicants using the above-mentioned table and assign points under a particular criterion.

\* At least Very Satisfactory (VS)

\*\* Relevant to the duties & functions of the position to be filled

\*\*\* Outstanding employee award, innovations, research, publication or authorship & consultant or resource speaker

\*\*\*\* At least Complete Academic Requirements for Master's Degree

\*\*\*\*\* Participant in a specialized training : e.g. Scholarship programs, short courses, study grants shall be given 1 point for every month of attendance but not to exceed 10 points

Participant in specialized training, participant in three (3) or more training activities in each level (District, Division & Regional) conducted for at least three (3) days not credited during the last promotion,

Participant in one (1) training (National & International) conducted for at least three (3) days not credited during the last promotion, and Chairman/ Co-chairman in a technical/ planning committee

✓



## ANNEX D

### Timeline of Activities:

Date	Activities	Person or Committee In-Charge
June 17 to July 4, 2022	Dissemination of the vacancy for the position through a Division Memorandum and posted via official website & FB page: <a href="https://depednavotas.ph/">https://depednavotas.ph/</a> ; <a href="https://www.facebook.com/Navotas.Division">https://www.facebook.com/Navotas.Division</a> ; <a href="https://www.facebook.com/depednavolashumanresource/">https://www.facebook.com/depednavolashumanresource/</a> ; <a href="https://www.facebook.com/navotenoako">https://www.facebook.com/navotenoako</a>	AO II ITO
June 17 to July 4, 2022	Filling out of Google form at <a href="https://bit.ly/JuneVacancy1">https://bit.ly/JuneVacancy1</a> for the virtual orientation for interested applicants	Interested applicants
July 5, 2022	Virtual orientation of interested applicants via Zoom application (Note: Link to be given to the interested applicants via text message or email indicated in the PDS & google form)	Interested applicants, AO II and HRMPSB
July 08, 2022	Deadline for the submission of application letter and supporting documents to the <b>Records Section of the Schools Division</b> Office of Navotas City and to email address <a href="mailto:sdonavotas.personnel@deped.gov.ph">sdonavotas.personnel@deped.gov.ph</a>	Interested applicants, AO II
July 12, 2022	<b>Open ranking and interview of qualified applicants</b>  Finalization of the assessment of documents and results of the interview for conforme by the applicants	Interested applicants, HRMPSB  HRMPSB Secretariat

## ANNEX E

### Additional Reminders:

1. In adherence to the existing national and local health and safety protocols in line with the COVID-19 pandemic, some of the activities listed in **Annex D** may be conducted virtually via google meet application.
  2. Applicants assume full responsibility and accountability for the authenticity and veracity of the documents submitted, as evidenced by the Omnibus Certification of Authenticity and Veracity of Documents. Any false and fraudulent document submitted shall be grounds for disqualification (see **Annex F**).
  3. An Open Evaluation System shall be adopted in the conduct of comparative assessment wherein applicants must be present to witness the actual evaluation for which the scores of all applicants present thereat shall be publicly disclosed. The applicants shall conform with their individual results.
  4. Applicants who will not be able to participate during the scheduled evaluation assessment shall not be given scores for the interview.
  5. It is understood that applicants to this position are willing to be assigned in the school where the vacancy exists.
  6. HRMPSB may also conduct other evaluative assessments in addition to the prescribed evaluative assessments as deemed necessary, such as written examinations, and skills tests. Additionally, Background Investigation (BI) may be conducted by the HRMO (see **Annex H**).
- 4
- 2



## ANNEX F

### Omnibus Certification of Authenticity and Veracity of Documents

#### CERTIFICATION

I, \_\_\_\_\_, of legal age, \_\_\_\_\_, Filipino and residing at \_\_\_\_\_ under oath, hereby depose and say:

1. That each of the documents I submitted is an authentic and original copy or a true and faithful reproduction of the original, complete and that all statements and information provided therein are true and correct;
2. That I am assuming full responsibility and accountability on the validity and authenticity of the documents submitted;
3. That I am aware that any violation will automatically disqualify me from the selection process;
4. That I am making these statements as part of the recruitment requirements of Administrative Assistant III applicant to the Department of Education, Division of Navotas City for SY 2021-2022.

\_\_\_\_\_  
Applicant

**SUBSCRIBE AND SWORN** to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020, affiant exhibiting to me his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Notary Public

Until \_\_\_\_\_  
PTR No. \_\_\_\_\_  
Date \_\_\_\_\_  
Place \_\_\_\_\_  
Tin \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book no. \_\_\_\_\_  
Series of \_\_\_\_\_

# ANNEX G

## CHECKLIST OF REQUIREMENTS

Name of Applicant: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Course: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Person with Disability: Yes ( ) No ( )

Solo Parent: Yes ( ) No ( )

Basic Documentary Requirements		Status of Submission (To be filled-out by the applicant)	Status of submission (To be filled-out by the Records)	Initial Screening by the HRMO	Release/ Return (To be filled-out by the Records)
1	Letter of Intent addressed to the Schools Division Superintendent				
2	Duly accomplished Personal Data Sheet (or CSC Form 212, Revised 2017)				
3	Photocopy of Certificate of Eligibility/ Rating/ License/ ID				
4	Photocopy of updated Service Record/ Certificate of Employment/ Contract of Service, whichever is/ are available				
5	Photocopy of Certificates of Training, if applicable				
6	Photocopy of Academic record, e.g. TOR, including graduate/ post-graduate, if applicable				
7	Photocopy of Performance Ratings for the last 3 rating periods, if applicable				
8	Omnibus Sworn Statement				
9	Others (please specify)				
NAME & SIGNATURE OF THE PERSON IN CHARGE:					
DATE:					

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 Schools Division Office of Navotas to use my personal information for purposes of recruitment, selection and hiring.

\_\_\_\_\_  
Name & Signature of Applicant

\_\_\_\_\_  
Date



## ANNEX H

(Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process.)

### AUTHORIZATION FOR BACKGROUND CHECK

I, \_\_\_\_\_, hereby authorize the **Schools Division Office of Navotas City (SDO-Navotas)** to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that the information gathered by SDO-Navotas during the background investigation will only be used to for this application process and shall be protected and kept confidential as required under the Data Privacy Act of 2012 (Republic Act. No. 10173). I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

\_\_\_\_\_  
Name & Signature of Employee

\_\_\_\_\_  
Date