



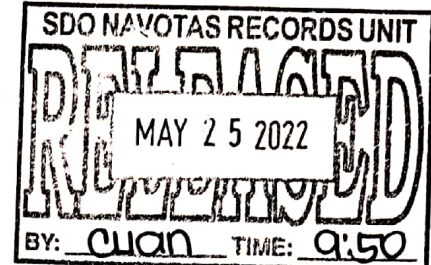
Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office of Navotas City

ICTO

Office of the Schools Division
Superintendent

24 May 2022

Honorable TOBIAS REYNALD M. TIANGCO
City Mayor
Navotas City



Thru: Information and Communications Technology Office

SIR:

Greetings of Solidarity!

This is to respectfully furnish you a copy of our Division Memorandum dated May 16, 2022 concerning the Hiring of Administrative Assistant II. May we request that you kindly post and disseminate this issuance in your City's official website page, for your constituent's information.

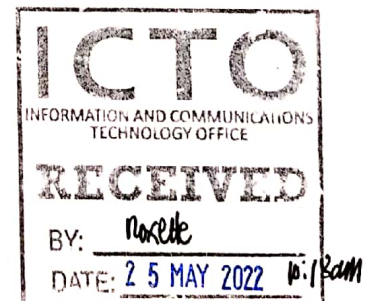
For other details, you may contact Ms. Elenor R. Cansino, Human Resource Management Officer II, at elenor.robles@deped.gov.ph or at 83555032.

Thank you and more power!

Very truly yours,


ALEJANDRO G. IBÁÑEZ
Schools Division Superintendent

Personnel/CJME



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

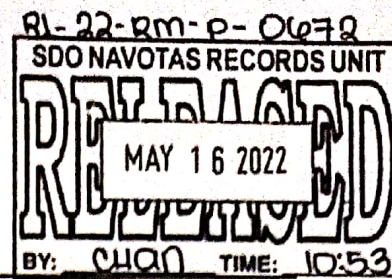


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Angat Pa, NAVOTAS!



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 Secondary School Heads
All Others Concerned

FROM: 
ALEJANDRO G. IBÁÑEZ
Schools Division Superintendent

SUBJECT: **SCREENING / EVALUATION FOR NON-TEACHING POSITION
(SENIOR HIGH SCHOOL)**

Date: 13 May 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 II	1	8	Php 18,998.00	Bangkulasi Senior 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 for this position regardless of their age, sexual orientation and gender identity expression, civil status, disability, religion, ethnicity, or political affiliation. The



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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 June 3, 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 sdonavotas.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.
8. Immediate and wide dissemination of this Memorandum is directed.

HR UNIT/ ERC

Annex A

Qualification Standards:

Position Title	Education Requirements	Training Requirements	Experience Requirements	Eligibility Requirements
Administrative Assistant II	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
JOB DESCRIPTION				
Job Summary This position shall assist the Senior bookkeeper and/ or School Head in the performance of their functions, such as but not limited to undertaking the necessary accounting, budgeting, cash management and payroll services and other finance-related, to ensure efficient office operations.				
KEY RESULT AREA/S		DUTIES & RESPONSIBILITIES		
LOAN VERIFICATION		Act, follow procedures, exercise diligence & prudent judgment, and check on all emailed requests for NTHP		
SALARY ADMINISTRATION & PERSONNEL RECORDS		Assist in checking the accuracy of salaries & benefits, Assist in computing salary adjustment, NOSI, NOSA,		
FINANCE-RELATED REPORTS & RECORDS MANAGEMENT		Maintain the confidentiality of personal information, Record information on applications for loans Assist in ensuring complete & correct documentation for budget proposals, and recording of expenditures of school		

Annex B

List of Documentary Requirements:

a	Letter of Intent	addressed to the Schools Division Superintendent (Note: State the specific position being applied for)
b	Duly accomplished Personal Data Sheet (Updated)	CSC Form 212, Revised 2017) with passport size picture taken within the last 6 months
c	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.)
d	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
e	Photocopy of Certificate of Eligibility	/ Rating/ License/ ID
f	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)
g	Photocopy of certificates of training attended	that are relevant to the position being applied for as Administrative Assistant II (for Qualification Standards- QS purposes) conducted for at least three days and held within the last five (5) years and after the last promotion (for Criteria proper)
h	Photocopy of certificates of specialized training attended	(e.g. scholarship programs, short term courses, or local or foreign study grants)
i	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
j	Omnibus Sworn Statement	see Annex F
k	Checklist of Requirements	see Annex G
l	Waiver pursuant to the Background Investigation	see Annex H

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 (Level 1 Non-Teaching Position)

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

* 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 specialized training, participant in 3 or more training activities in each level (District, Division & Regional) conducted for at least 3 days not credited during the last promotion, participant in 1 training (National & International) conducted for at least 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
May 13 to 27, 2022	Dissemination of the vacancy for the position through a Division Memorandum and posted via official website & FB page: https://depednavotas.ph/ ; https://www.facebook.com/Navotas.Division ; https://www.facebook.com/depednavotashumanresource/ ; https://www.facebook.com/navotenoako	AO II ITO
May 13 to 27, 2022	Filling out of Google form at https://bit.ly/MayVacancy1 for the virtual orientation for interested applicants	Interested applicants
May 31, 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
June 3, 2022	Deadline for the submission of application letter and supporting documents to the Records Section of the Schools Division Office of Navotas City and to email address sdonavotas.personnel@deped.gov.ph	Interested applicants, AO II
June 8, 2022	Open ranking and interview of qualified applicants Finalization of the assessment of documents and results of the interview for conforme by the applicants	Interested applicants, HRMPSB HRMPSB Secretariat