

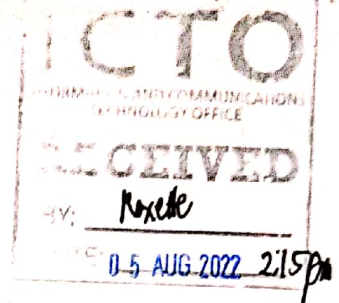
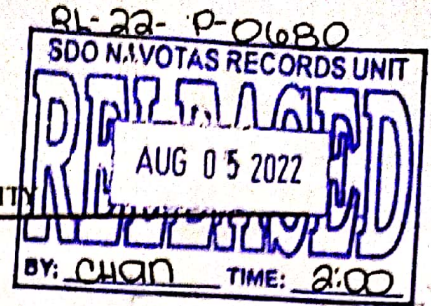


Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF NAVOTAS CITY

**Office of the Schools Division
Superintendent**

05 August 2022

Honorable JOHN 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 August 05, 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 or at 83555032.

Thank you and more power!

Very truly yours,

ALEJANDRO G. IBAÑEZ
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>

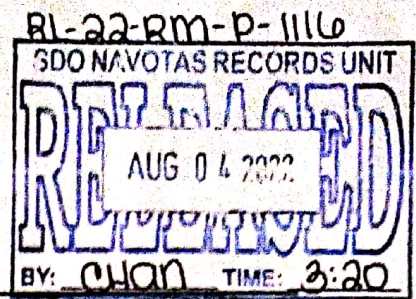


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Angat Pa, NAVOTAS!*



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 & Elementary School Heads
All Others Concerned

FROM:  **ALEJANDRO G. IBANEZ**
Schools Division Superintendent

SUBJECT: **SCREENING/ EVALUATION FOR NON-TEACHING POSITION :
ADMINISTRATIVE ASSISTANT III – SDO Navotas Personnel Unit**

Date: 05 August 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
Administrative Assistant III	1	9	Php 20,402.00	Personnel Unit

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 Division upholds the value of equality and diversity into all elements of its



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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 August 25, 2022, Thursday**, 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 DepEd Order No. 66 s. 2007 (For Level 1 Non-Teaching Position) which shall be used as reference in the screening and evaluation process. The criteria for computation of points of the applicants is also attached therein (see **Annex C: List of References**).
5. 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**).
6. For queries, please contact Ms. Elenor R. Cansino, HRMO-II, at (8)355-50-32 or through email at elenor.robles@deped.gov.ph.
7. Immediate and wide dissemination of this Memorandum is directed.

 HR UNIT/ ERC 4

Annex A

The Qualification Standards (QS) for Administrative Assistant III:

Position Title	Education Requirements	Training Requirements	Experience Requirements	Eligibility Requirements
Administrative Assistant III	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
Administrative Assistant III Plantilla Item No. OSEC-DECSB-ADAS3-30119-2018 vice <i>Miguel Sallave</i>				
JOB DESCRIPTION				
Job Summary This position shall provide assistance on the Personnel Unit functions in schools and to facilitate efficiency in SDO and school operations.				
KEY RESULT AREA/S		DUTIES & RESPONSIBILITIES		
RECRUITMENT, SELECTION & DOCUMENTATION		Gather & file applications received using systematic indexing & file documents submitted by the applicants Prepare appointment paper of selected applicants		
PERSONNEL ACTIONS & OTHER HUMAN RESOURCE ACTIONS		Process application for leaves Process qualified teachers for ERF Prepare RAI for submission to CSC Assist in providing technical assistance to schools regarding benefits		
SALARY & BENEFITS ADMINISTRATION		Record & file attendance of employee Process NOSI, NOSA, loyalty pay, maternity benefits, leave card, application for monetization, application for leave sick, vacation), loan applications for DepEd Provident Fund Program,		
PERSONNEL RECORDS & PERSONNEL INFORMATION SYSTEM		Update service records Record & file document of employee Update the information of employee in the 201 file Maintain the confidentiality of personnel information		

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 Authenticated of Eligibility	Board of 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	For QS purposes : relevant to the position being applied for as Administrative Assistant III For Criteria purposes : conducted for at least three days and held within the last five (5) years and after the last promotion
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 duly subscribed & sworn to by an authorized administering officer
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 reference:

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

CRITERIA		POINTS
1	Performance Rating *	35
2	Experience **	5
3	Outstanding Accomplishments *** (Meritorious Accomplishments)	5
4	Education ****	10
5	Training *****	10
6	Psycho-social attributes	15
7	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 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
August 05 to 19, 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
August 05 to 19, 2022	Filling out of Google form at https://bit.ly/AugustVacancy1 for the virtual orientation for interested applicants	Interested applicants
August 22, 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
August 25, 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
August 30, 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

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**).

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 CY 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 _____

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied For: _____
 Highest Educational Attainment: _____
 Contact Number: _____
 Email Address: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirements		Status of Submission	Status of submission	Initial Screening	Release/ Return
		(To be filled-out by the applicant)	(To be filled-out by the Records)	by the HRMO	(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 is 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

u Date Submitted _____

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

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