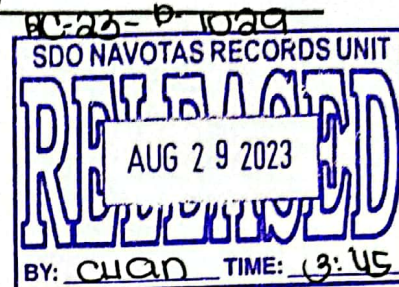




Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office of Navotas City

29 August 2023

Honorable JOHN REYNALD M. TIANGCO
City Mayor
Navotas City



Thru: **Public Information Office**
Information and Communications Technology Office

S I R:

Greetings of Solidarity!

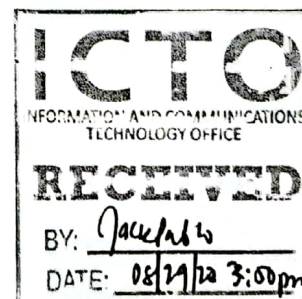
This is to respectfully furnish your office a copy of our Division Memorandum dated August 29, 2023 concerning the Hiring Administrative Assistant II. May we request that this be posted and disseminated to the City's official Facebook and website page.

For other details, you may contact Ms. Genesis Ann B. Gonzales, Administrative Officer IV (HRMO II), at genesisann.gonzales@deped.gov.ph or at (8)355-5032.

Thank you and more power!

Very truly yours,

MELITON P. ZURBANO
Schools Division Superintendent



Personnel/CJME



- 1 Bagumbayan Elementary School Compound, M. Naval St., Sipac-Almacen, Navotas City
- 2 (02) 83555032, (02) 83327985
- 3 navotas.city@deped.gov.ph
- 4 <https://depednavotas.ph>

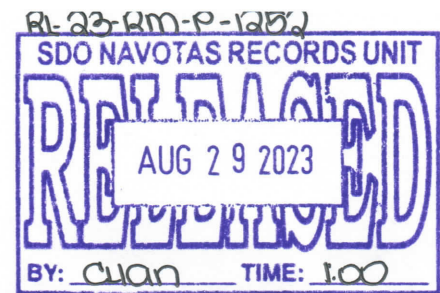


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Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office of Navotas City



29 August 2023

MEMORANDUM

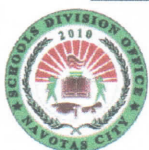
To : OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

SCREENING/ EVALUATION FOR ADMINISTRATIVE ASSISTANT II

1. The Division, through the Human Resource Merit and Promotion Selection Board (HRMPSB) will conduct screening / evaluation for Administrative Assistant II to fill-up natural vacancy:

Position/s	No. of Position to be Filled	Salary Grade	Monthly Salary per NBC 591 s. 2023	Place/s of Assignment
ADMINISTRATIVE ASSISTANT II	1	8	Php 19,744.00	Kapitbahayan Elementary 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 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 or before September 8, 2023, Friday, until 5:00 pm ONLY** 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,



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Navotas City
(02) 83555032, (02) 83327985
navotas.city@deped.gov.ph <https://depednavotas.ph>



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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. 7. s. 2023 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 G: Means of Verification**).

5. The schedule of activities relative to the screening /evaluation for Administrative Assistant II position and filling out of Microsoft form at <https://tinyurl.com/SDONavotasAugustVacancy0> (see **Annex D: Timeline of Activities**), and additional reminders and announcements (see **Annex E**).
6. It is reminded that no additional or supplemental documents/requirements will be accepted by the Division Human Resource Merit Promotion and Selection Board (HRMPSB) once the requirements of the applicant have been submitted to the records office. The assessment and evaluation shall be based on the available documents submitted by the applicant, unless therefore the HRMPSB will request the applicant to submit additional documents for verification purposes only.
7. For queries, please contact Ms. Genesis Ann B. Gonzales, Administrative Officer IV at **(8)355-50-32** or through email at genesisann.gonzales@deped.gov.ph
8. Immediate and wide dissemination of this Memorandum is directed.

MELITON P. ZURBANO
Schools Division Superintendent

Annex A

Qualification Standards (QS)

Position	Education	Training	Experience	Eligibility
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)
PLANTILLA ITEM NUMBER : ADAS2- OSEC-DECSB-ADAS2-30042-2017 vice Edelina Rotoni (Resigned)				
JOB SUMMARY FOR ADMINISTRATIVE ASSISTANT II <ul style="list-style-type: none">This position shall assist the School Head and Administrative Officer II in the performance of their functions, such as but not limited to undertaking the necessary accounting, budgeting, cash management and payroll service and other finance-related functions, to ensure efficient office operations				

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	Photocopy of scholastic/academic record (must be relevant to the position you are applying for)	such as but not limited to Transcript of Records (TOR) and Diploma, Certification of General Weighted Average (GWA), including completion of graduate and post-graduate units/degrees, if available.
d	Photocopy of Certificate/s of Training (must be relevant to the position you are applying for)	Trainings/Seminars Attended within last 5 years.
e	Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable. (must be relevant to the position you are applying for)	COE, or Service Record with exact period of employment.
f	Photocopy of valid and updated PRC License/ID/ Board of Rating/ CSC Eligibility	Board of Rating/ License/ ID / Certificate from CSC
g	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable	Latest Performance Rating duly signed by immediate supervisor
h	Checklist of Requirements	see Annex C
i	Omnibus Sworn Statement	see Annex F duly subscribed & sworn to by an authorized administering officer
j	Criteria / Point System and Means of Verification	See Annex G for other requirements.
k	Waiver pursuant to the Background Investigation	see Annex H

ANNEX C

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied For: _____
 Where did you see our Job Vacancies? _____
(For ex. through FB Page, Website, School Page, Word of Mouth, Referrals, etc.)
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirements		Status of Submission	Verification (To be filled-out by the HR Office/Subcommittee)	
		(To be filled-out by the applicant; Check if submitted)	Status of Submission (Check if complied)	Remarks
a.	Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office			
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 the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
i.	Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item No. 9 is not relevant to the position to be filled			
j.	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			
k.	Checklist of Requirements and Omnibus Certification/Waiver (Annex C)			
l.	Authorization for background check (Annex G)			

OMNIBUS SWORN STATEMENT

CERTIFICATION ON 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.

Attested: _____

 Name and Signature of Applicant

 Human Resource (HR) Office / Subcommittee

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.

ANNEX D

Timeline of Activities:

Date	Activities	Person or Committee In-Charge
August 29 to September 8, 2023	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	HRMPSB Secretariats, ITO
August 29 to September 5, 2023 <i>(Until 12:00NN only)</i>	Filling out of Microsoft form at https://tinyurl.com/SDONavotasAugustVacancy0 for the virtual orientation for interested applicants	HRMPSB Secretariats, Interested applicants
September 6, 2023	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 & Microsoft form)	Interested applicants, HRMO II and HRMPSB Secretariats
September 8, 2023	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 Our office hours is from 8:00 AM to 5:00 PM Please note that late submission of requirements will not be accepted	Interested applicants, HRMPSB Secretariats, Records Officer
September 9, 2023	Posting of Qualified Applicants	HRMO II and HRMPSB Secretariats
September 11, 2023	Open evaluation of qualified applicants <i>(Note: This is tentative schedule only; if there is a changes, we will advise the shortlisted applicants immediately via text message or email indicated in the PDS & Microsoft form)</i> Finalization of the assessment of documents and results of the interview for conforme by the applicants	Interested applicants, HRMPSB Chairman, Members and Secretariats
September 11, 2023 @ SDO Conference Room	Written Exam and Skills Test <i>(Note: This is tentative schedule only; if there is a changes, we will advise the shortlisted applicants immediately via text message or email indicated in the PDS & Microsoft form)</i>	HRMPSB Chairman, HRMO II and HRMPSB Secretariats
September 13, 2023	Posting of Results	HRMO II and HRMPSB Secretariats

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 zoom 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 to their individual results.
4. Applicants who will not be able to participate during the scheduled evaluation assessment and written exam/skills test shall not be given scores for the potential criteria.
5. 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 II applicant to the Department of Education, Division of Navotas City for CY 2023.

Applicant

SUBSCRIBE AND SWORN to before me this _____ day of _____, 2023, 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

Criteria / Point System and Means of Verification

As per DepEd Order No. 7 s. 2023, enclosure No. 5, "Criteria and point system for hiring and promotion to non-teaching positions"

CRITERIA		Admin Asst. II (Level 1)
1	Education	5
2	Training	5
3	Experience	20
4	Performance	20
5	Outstanding Accomplishments <ol style="list-style-type: none"> 1. Outstanding Employee Award 2. Innovation or Research 3. Subject Matter Expert / NTWG or Committee Membership 4. Resource Speakership / Learning Facilitation 5. NEAP Accredited Learning Facilitator 	10
6	Application of Education	10
7	Application of L&D	10
8	Potential (Written Examinations, Skills or Work Sample Tests, Behavioral Events Interview)	20
TOTAL		100

CRITERIA	MEANS OF VERIFICATION
Education	Transcript of Records (TOR) / Diploma, including completion of graduate and post-graduate units/degrees, if available <i>(must be relevant to the position you are applying for)</i>
Training	Trainings/Seminars Attended within last 5 years <i>(must be relevant to the position you are applying for)</i>
Experience	Certificate of Employment or Service Record with exact period of employment and <i>must be relevant to the position you are applying for</i>
Performance	• Latest Performance Rating duly signed by immediate supervisor (ex. CY 2022);
Outstanding Accomplishments	A. Awards and Recognition a.3 Outstanding Employee Award A. Any issuance, memorandum or document showing the Criteria for the Search B. Certificate of Recognition/Merit B. Innovation or Research A. Proposal duly approved by the Head of Office B. Accomplishment Report verified by the Head of Office C. Certification of the utilization of the innovation, within the school/office duly signed by the Head of Office D. Certification of adoption by another school/office duly signed by the Head of Office. E. Proof of citation by other researchers (whose studies/research is likewise approved by competent

	<p>authority) of the concept/s developed of the research.</p> <p>C. Subject Matter Expert / National Technical Working Groups (NTWG) or Committee Membership</p> <p>A. Issuance/Memorandum showing the membership.</p> <p>B. Certificate of Participation or Attendance; and</p> <p>C. Output/Adoption by the organization/DepEd</p> <p>D. Resource Speakership / Learning Facilitation</p> <p>A. Issuance/Memorandum/Invitation/Training Matrix.</p> <p>B. Certificate of Recognition/Merit/Commendation; and</p> <p>C. Slide deck/s used and/or Session guide/s</p> <p>E. NEAP Accredited Learning Facilitator</p> <p>A. Certificate of Recognition as Learning Facilitator issued by NEAP in the Region</p> <p>B. B. Certificate of Accreditation as Learning Facilitator issued by NEAP Central Office</p>														
Application of Education	<p>A. Action Plan approved by the head of agency (office)</p> <p>B. Accomplishment Report verified by the head of agency (office)</p> <p>C. Certification of the utilization/adoption signed by the authority concerned.</p> <table><tr><th rowspan="2">MOVs Submitted</th><th colspan="2">POINTS</th></tr><tr><th>Relevant</th><th>Not Relevant</th></tr><tr><td>ALL MOVs</td><td>10</td><td>5</td></tr><tr><td>Only A & B</td><td>7</td><td>3</td></tr><tr><td>Only A</td><td>5</td><td>1</td></tr></table>	MOVs Submitted	POINTS		Relevant	Not Relevant	ALL MOVs	10	5	Only A & B	7	3	Only A	5	1
MOVs Submitted	POINTS														
	Relevant	Not Relevant													
ALL MOVs	10	5													
Only A & B	7	3													
Only A	5	1													
Application of L&D	<p>A. Certificate of Training or Certification on any applicable L&D intervention acquired that must be aligned to Individual Professional Development Plan (IPPD); for external applicants, a certification from HR stating that the L&D intervention is aligned to the core tasks of the incumbent or previous position shall be required;</p> <p>B. Action Plan/Re-entry Action Plan (REAP)/Job Embedded Learning (JEL)/ Impact Project aligned to the L&D intervention attended, duly approved by the Head of Office;</p> <p>C. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by the office at the local level;</p> <p>D. Accomplishment Report together with a General Certification that the L&D intervention was used/adopted by a different office/s at the local/higher level</p>														
Potential	<table><tr><td>Written Examinations</td><td>5%</td></tr><tr><td>Skills or Work Sample Tests</td><td>10%</td></tr><tr><td>Behavioral Events Interview</td><td>5%</td></tr></table>	Written Examinations	5%	Skills or Work Sample Tests	10%	Behavioral Events Interview	5%								
Written Examinations	5%														
Skills or Work Sample Tests	10%														
Behavioral Events Interview	5%														

Nothing follows

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