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

**Office of the Schools Division
Superintendent**

13 September 2022

Honorable JOHN REYNALD M. TIANGCO
City Mayor
Navotas City



Thru: **Information and Communications Technology Office**

S I R:

Greetings of Solidarity!

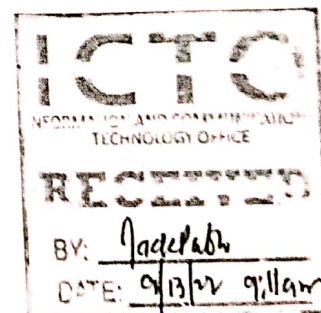
This is to respectfully furnish you a copy of our Division Memorandum dated August 17, 2022 concerning the Hiring of Administrative Aide VI and Senior Education Program Supervisor (HRD). May we request that you kindly post and disseminate this issuance in your City's official website page, for your constituent's 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



- ① 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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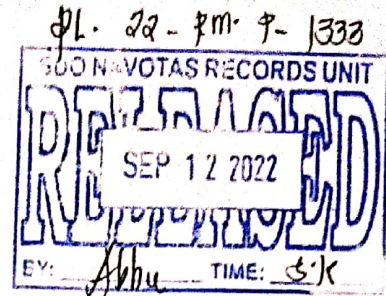


Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office of Navotas City

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 AIDE VI & TEACHING-RELATED POSITION: SENIOR
EDUCATION PROGRAM SPECIALIST (HRD)**

Date: 12 September 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 and teaching-related positions to fill up natural vacancies:

Position/s	No. of Position to be Filled	Salary Grade	Monthly Salary per NBC 579, s. 2020	Place/s of Assignment
Administrative Aide VI	1	6	Php 16,877.00	Records Unit
Senior Education Program Specialist (HRD)	1	19	Php 49,835.00	SGOD

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.



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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 September 30, 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 DepEd Order No. 66 s. 2007 (Revised Guidelines on the Appointment & Promotion of other Teaching, related Teaching & Non-Teaching positions) 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 and filling out of Google form at <https://bit.ly/SeptemberVacancy1> (see **Annex D: Timeline of Activities**), and additional reminders and announcements (see **Annex E**).
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

The Qualification Standards (QS) for ADA VI & SREPS

Position Title	Education Requirements	Training Requirements	Experience Requirements	Eligibility Requirements
Administrative Aide VI (Clerk III)	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-professional) First Level Eligibility
Senior Education Program Specialist (HRD)	Bachelor's degree in Education or its equivalent and completion of academic requirements for master's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years experience in education, research, development, implementation, or other relevant experience	RA 1080; Career Service (Professional) Appropriate Eligibility for Second Level Position

Administrative Aide VI Plantilla Item No. OSEC-DECSB- ADA6-30066-2015 vice Kervin Baltazar
 Senior Education Program Specialist Plantilla Item No. OSEC-DECSB-SREPS-30043-2015 vice Sarah Sison

JOB DESCRIPTION

Job Summary- Administrative Aide VI

ADA VI: To assist the management and staff and provide administrative support in the effective and efficient operation of the Office of the Schools Division Superintendent (OSDS)

KEY RESULT AREA/S	DUTIES & RESPONSIBILITIES
Plots/Schedules Activities	Schedules/calendars OSDS activities such as training and workshops, meetings/appointments of the SDS with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time
Record Management	1. Receives, records and routes documents addressed to the SDS by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents 2. Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. 3. Documents proceedings and agreements of meetings as assigned by the SDS, distributes copies of the minutes to concerned parties as well as files a copy for future reference
Administrative Support	1. Prepares or encodes into electronic format word documents and other presentation materials 2. Provides assistance and administrative support to training and conferences as assigned. 3. Coordinates preparation of documents needed in the operations of SDO 4. Ensure security of office equipment and availability of office supplies
Secretariat/Frontline	1. Receives and routes incoming calls to or logs information and notifies the concerned party 2. Greets and entertains office visitors and responds to their needs 3. Logs concerns brought to the office and follow through on inquiries 4. Coordinates travel bookings of OSDS staff based on instructions and gives feedback on status of bookings. 5. Coordinates meetings and appointment with external parties (dates and venue, meals arranged as needed) and confirms such to all concerned

Position Title	Education Requirements	Training Requirements	Experience Requirements	Eligibility Requirements
Job Summary- Senior Education Program Specialist				
<p>SREPS: To provide technical support in the implementation of a strategic HRD plan, operationalize the HRD systems, develop its components to suit local situation, and provide technical assistance to the schools division through the TA teams, in order to deliver quality and sustainable HRD services towards acquisition and development of competent personnel in the region;</p> <p>To provide technical assistance in the preparation of the HR strategic and operational plans of schools and learning centers, and of the units in the division office</p>				
HR Strategic Plans and Policies		<ul style="list-style-type: none"> • Review and analyze researches, M&E Reports and identify HRD related issues and findings and submit recommendations for policy directions in the formulation on HRD programs and their implementation. • Conduct an assessment of the human resource development situation and needs of the Schools Division Office, schools and learning centers, to provide basis for HRD plans and programs. • Coordinate the preparation of a Human Resource Development Plan for the Schools Division to ensure the availability of competent personnel in the schools division when needed 		
Professional and Career Development		<ul style="list-style-type: none"> • Determine professional and competency development needs of individual personnel in the schools division by implementing the system designed for such, in order to arrive at profiles on individual and group competency development needs. • Implement system for preparing HR Development Plans (including professional and career development plans of employees) of personnel of the schools division 		
HR Development Interventions		<ul style="list-style-type: none"> • Determine the competency development needs of personnel in the Schools Division and identify those which can be responded to by training. • Identify (internal and external) training providers (including NEAP-R), resource speakers and facilitators, and prepare contract for design and conduct of training. • Prepare a "Calendar of Training and Development Programs" offering to division personnel to help them determine and schedule their attendance. • Prepare training and development program designs and packages (may be from NEAP-R) to be offered regularly to schools division personnel. • Conduct training programs (including career development programs) regularly offered to schools division personnel. • Design Career Paths for teaching and non-teaching positions in the schools division office to guide personnel in their career goals setting and development. 		
Scholarship and Professional Program Coordination		<ul style="list-style-type: none"> • Build and maintain network of institutions providing opportunities for Scholarship Programs to get updates on offerings • Disseminate to school division personnel opportunities for scholarships and accept applications. • Coordinate the screening and selection of applicants with SDO management to arrive at a final list of scholars • Coordinate with institutions confirmed scholars and documentary requirements to facilitate availment of the scholarship • Coordinate/conduct orientation of scholar to ensure awareness of the conditions of the scholarship and expectations of the agency from the scholar • Coordinate and maintain communication and moral support to the scholar (before, during, and after scholarship) to help them complete their scholarship. • Monitor, evaluate and submit report on the status and progress of scholars, and the benefits of the scholarship programs to the agency. 		
Training and Development Records		<ul style="list-style-type: none"> • Coordinate the installation and ensure continuous operation and maintenance of the TDIS • Supervise encoding of training records in the TDIS to ensure accuracy • Guide the generation of reports and analyze data and its implications in order to provide management with information and feedback on the implementation of training and development in the schools division. 		
Succession and Exit		<ul style="list-style-type: none"> • Coordinate the implementation of succession planning system in order to create a candidate pool for critical positions in the SDO • Coordinate the implementation of Leadership Development programs for high potential employees to build a pool of leaders in the SDO • Coordinate the implementation of retirement programs for employees due for retirement to prepare them and the organization for the transition. 		

Position Title	Education Requirements	Training Requirements	Experience Requirements	Eligibility Requirements
				<ul style="list-style-type: none"> • Design and implement process for gathering data from resigning personnel to get feedback on factors that helped or hindered employees in the performance of his/her work and implications towards continuous improvement in the work climate and in the workplace
Employees Welfare				<ul style="list-style-type: none"> • Design and implement process for gathering data on welfare needs of employees. • Propose, design, and implement (upon approval), programs to respond to the welfare needs of various employee groups. • Review, propose and coordinate implementation of reward and recognition programs • Conduct monitoring and evaluation of employee welfare programs and submits report on status, progress, and impact to provide feedback to management. • Conduct monitoring and evaluation of results of implementation of rewards and recognition programs and submit report on status, progress, and impact in order to provide feedback to management
Technical Assistance				<ul style="list-style-type: none"> • Provide Technical Assistance to schools and learning centers by responding to the identified needs in relation to HRD and other matters on governance and operations

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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 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.

List of reference:

As per DepEd Order No. 66 s. 2007 : Revised Guidelines on the Appointment & Promotion of other Teaching, related Teaching & Non-Teaching positions

CRITERIA		Non-Teaching Group: Level 1 (POINTS)	Teaching & Teaching-Related Group: (POINTS)
1	Performance Rating *	35	35
2	Experience **	5	5
3	Outstanding Accomplishments *** (Meritorious Accomplishments)	5	20
4	Education ****	10	25
5	Training *****	10	5
6	Psycho-social attributes	15	5
7	Potential	20	5
TOTAL		100	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
September 12 to 22, 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	HRMPSB Secretariats, ITO
September 12 to 22, 2022	Filling out of Google form at https://bit.ly/SeptemberVacancy1 for the virtual orientation for interested applicants	HRMPSB Secretariats, Interested applicants
September 26, 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, HRMPSB Secretariats
September 30, 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, HRMPSB Secretariats, Records Officer
October 04, 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 Secretariats, & Members

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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 Aide VI/ Senior Education Program Specialist 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

Date Submitted _____

(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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