



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

25 January 2024

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 January 26, 2024 concerning the Hiring of Administrative Assistant III and 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



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

02 January 2024

MEMORANDUM

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



**SCREENING/ EVALUATION FOR ADMINISTRATIVE ASSISTANT III
& ADMINISTRATIVE ASSISTANT II**

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

Position/s	No. of Position to be Filled	SG / Monthly Salary per NBC 591 s. 2023	Place/s of Assignment
ADMINISTRATIVE ASSISTANT III	1	SG 9 P 21,211.00	SDO - Supply Unit
ADMINISTRATIVE ASSISTANT II	1	SG 8 P 19,744.00	Tanza National High School

2. All interested in this position must be able to meet the **CSC Qualification Standards (QS) (Annex A)** before they can be shortlisted and proceed with the next step of the application process. Applicants who will not meet the minimum QS of the position and fail to submit the list of documentary requirements on the set deadline shall not be included in the list 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 February 14, 2024, Wednesday, 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. If there is discrepancy between hard copy & scanned copy, the hard copy will prevail over the scanned copy.

5. All hard & soft copies shall be arranged according to the criteria mentioned in **DepEd Order No. 7. s. 2023 enclosure No. 5**, "Criteria and point system for hiring and promotion to 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 B**).
6. The selection of the most qualified applicants for the vacant positions shall be in accordance with section 86 of the ORAOHRA (CSC- 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018) which states that "The appointing officer/ authority shall be guided by the report of the HRMPSB's assessment of candidates and in the exercise of sound discretion, select, insofar as practicable from among the top five (5) candidates or less, deemed most qualified for appointment to the vacant position, depending on the number of candidates".
7. It is reminded that no additional or supplemental documents/requirements will be accepted after the deadline of submission. 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.
8. The 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.
9. As part of the recruitment and selection process, a background investigation may be conducted. It is also understood that upon submission of requirements, the applicant is authorizing the agency head/authorized representative to verify and validate the correctness of the documents submitted. 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.
10. All interested applicants may register through this link <https://bit.ly/SDONavotasJanuaryVacancy00> to attend the online orientation.
11. Enclosed are the following:
 - Annex A: CSC Qualification Standards (QS)
 - Annex B: Criteria for Evaluation & List of Requirements
 - Annex C: Checklist of Requirements
 - Annex D: Timeline of Activities
 - Annex E: Omnibus Certification of Authenticity and Veracity of Documents
 - Annex F: Authorization for background check
12. 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
13. 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 III (Senior Bookkeeper)	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 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 : ADAS3- OSEC-DECSB-ADAS3-30120-2018 vice Varbielyn Abiog (Resigned) ADAS2- OSEC-DECSB-ADAS2-31265-2011 vice Raymond Baldoza (Transferred)				
JOB SUMMARY FOR ADMINISTRATIVE ASSISTANT III To provide administrative support to the Supply Officer in the conduct of the inventory of physical properties, supplies, materials, and equipment and in maintaining proper storage, delivery, and issuance of such, to ensure adequate and timely provision of supplies and equipment to the management and staff of the SDO.				
JOB SUMMARY FOR ADMINISTRATIVE ASSISTANT II <ul style="list-style-type: none"> • Provides administrative and clerical support to his/her supervisor. • 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 functions, to ensure efficient office operations. 				

Nothing follows

Annex B

CRITERIA FOR EVALUATION

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

CRITERIA		Points
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 (5%), Skills or Work Sample Tests (10%), Behavioral Events Interview (5%))	20%
TOTAL		100%

Note: Applicants who will not be able to attend the scheduled evaluation, interview and exam shall not be given scores for the potential criteria.

List of Documentary Requirements:		
A	Letter of Intent	Addressed to the Schools Division Superintendent Dr. Meliton P. Zurbano (Note: State the specific position and place of assignment you are applying for)
B	Duly accomplished updated Personal Data Sheet (PDS)	CSC Form 212, Revised 2017) with passport size picture taken within the last 6 months. (Must indicate updated contact number and email address)
C	Photocopy of valid and updated PRC License/ID/ Board of Rating/ CSC Eligibility	Board of Rating/ License/ ID / Certificate from CSC
D	Education (5%) (must be relevant to the position you are applying for)	Transcript of Records (TOR) / Diploma, including completion of graduate and post-graduate units/degrees, if available
E	Training (5%) (must be relevant to the position you are applying for)	Trainings/Seminars Attended within last 5 years
F	Experience (20%) (must be relevant to the position you are applying for)	Certificate of Employment or Service Record with exact position and period of employment
G	Performance (20%)	Latest Performance Rating duly signed by immediate supervisor (ex. CY 2022);

H	<p>Outstanding Accomplishments (10%)</p> <p>A. Outstanding Employee Award</p> <p>B. Innovation or Research</p> <p>C. Subject Matter Expert / NTWG or Committee Membership</p> <p>D. Resource Speakership / Learning Facilitation</p> <p>E. NEAP Accredited Learning Facilitator</p>	<p>A. Awards and Recognition</p> <p>a.3 Outstanding Employee Award</p> <p>A. Any issuance, memorandum or document showing the Criteria for the Search</p> <p>A. Certificate of Recognition/Merit</p> <p>B. Innovation or Research</p> <p>A. Proposal duly approved by the Head of Office</p> <p>B. Accomplishment Report verified by the Head of Office</p> <p>C. Certification of the utilization of the innovation, within the school/office duly signed by the Head of Office</p> <p>D. Certification of adoption by another school/office duly signed by the Head of Office.</p> <p>E. Proof of citation by other researchers (whose studies/research is likewise approved by competent 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. Certificate of Accreditation as Learning Facilitator issued by NEAP Central Office</p>														
I	<p>Application of Education (10%)</p>	<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 border="1" data-bbox="713 1897 1466 2134"> <thead> <tr> <th rowspan="2">MOVs Submitted</th><th colspan="2">POINTS</th></tr> <tr> <th>Relevant</th><th>Not Relevant</th></tr> </thead> <tbody> <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> </tbody> </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														

J	Application of L&D (10%)	<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>
K	Checklist of Requirements	see Annex C
L	Omnibus Sworn Statement	see Annex E duly subscribed & sworn to by an authorized administering officer
M	Waiver pursuant to the Background Investigation	see Annex F

nothing follows

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
January 26- February 14, 2024	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
February 7, 2024	Filling out of Microsoft form at https://bit.ly/SDONavotasJanuaryVacancy00 for the virtual orientation for interested applicants	HRMPSB Secretariats, Interested applicants
February 8, 2024	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
February 14, 2024	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
February 16, 2024	Posting of Qualified Applicants	HRMO II and HRMPSB Secretariats
February 21, 2024	Open evaluation of qualified applicants (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) Finalization of the assessment of documents and results of the interview for conforme by the applicants	Interested applicants, HRMPSB Chairman, Members and Secretariats
February 22, 2024 @ SDO Conference Room	Written Exam and Skills Test (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)	HRMPSB Chairman, HRMO II and HRMPSB Secretariats
February 28, 2024	Posting of Results	HRMO II and HRMPSB Secretariats

ANNEX E

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 applicant to the Department of Education, Division of Navotas City for CY 2024.

Applicant

SUBSCRIBE AND SWORN to before me this _____ day of _____, 2024, 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 F

(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