

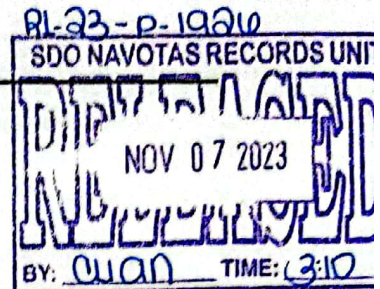


Republic of the Philippines  
**Department of Education**  
National Capital Region  
Schools Division Office of Navotas City

107

07 November 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!

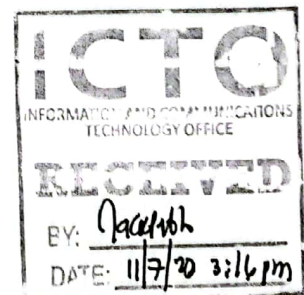
This is to respectfully furnish your office a copy of our Division Memorandum dated November 07, 2023 concerning the Hiring of Administrative Assistant II and III. May we request that this be posted and disseminated to the City's official Facebook and website page.

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

Thank you and more power!

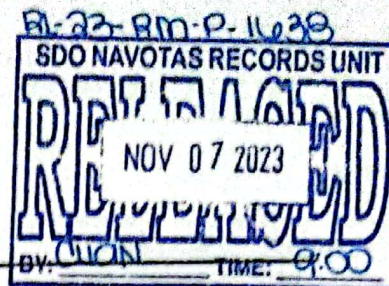
Very truly yours,

**MELITON P. ZURBANO**  
Schools Division Superintendent





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



07 November 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 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	Salary Grade	Monthly Salary per NBC 591 s. 2023	Place/s of Assignment
ADMINISTRATIVE ASSISTANT III	1	9	P 21,211.00	SDO - Personnel Unit
ADMINISTRATIVE ASSISTANT II	1	8	P 19,744.00	Tangos National 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 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 November 22, 2023, 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



Bagumbayan Elementary School Compound, M. Navel St.  
Sipac-Almacen, Navotas City  
BUDGET/ACCTG - 87065265 / CIO - 83550514  
HR - 83550332 / ADMIN - 83377764 / SGOD - 8351-5797  
navotas.city@deped.gov.ph | https://depednavotas.ph  
https://www.facebook.com/Navotas-Division



[sdonavotas.personnel@deped.gov.ph](mailto: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 G: Means of Verification**).
6. The schedule of activities relative to the screening /evaluation for Administrative Assistant position and filling out of Microsoft form at <https://bit.ly/SDONavotasNovemberVacancy0> (see **Annex D: Timeline of Activities**), and additional reminders and announcements (see **Annex E**).
7. 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.
8. 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](mailto:genesisann.gonzales@deped.gov.ph)
9. 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
<b>Administrative Assistant III</b>	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)
<b>Administrative Assistant II</b>	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 :**

**(Anticipated Vacancy)**

ADAS3- OSEC-DECSB-ADAS3-30116-2018 vice April Rose Baltazar (Promotion)

ADAS2- OSEC-DECSB-ADAS2-30117-2016 vice Robert Genesis Jocson (Resigned)

**JOB SUMMARY FOR ADMINISTRATIVE ASSISTANT III**

- To provide administrative and clerical assistance to the AO IV for Personnel, in the provision of personnel administration services to the management and personnel of the Division.
- Provide assistance with the Personnel (Payroll) functions in SDO and payroll services.
- Prepares and submit Report in Appointments Issued (RAI)
- Process/update documents such as salary & benefits administration, personnel information system (database) and other personnel actions
- Updates GSIS Agency Remittance Advice (ARA)

**JOB SUMMARY FOR ADMINISTRATIVE ASSISTANT II**

- Provides administrative and clerical support to his/her supervisor.
- May be designated to assist either the Principal/School Head or any of the Assistant Principals.
- May also be designated as property custodian or to the canteen services of the school, as deemed necessary; and
- Reports to the Assistant Principal for Operations and Learner Support and/or Principal/School Head



## Annex B

### List of Documentary Requirements:

<b>a</b>	Letter of Intent	addressed to the Schools Division Superintendent (Note: State the specific position being applied for)
<b>b</b>	Duly accomplished Personal Data Sheet (Updated)	CSC Form 212, Revised 2017) with passport size picture taken within the last 6 months
<b>c</b>	Photocopy of scholastic/academic record <b>(must be relevant to the position you are applying for)</b>	such as but not limited to <b>Transcript of Records (TOR)</b> and Diploma, Certification of General Weighted Average (GWA), including completion of graduate and post-graduate units/degrees, if available.
<b>d</b>	Photocopy of Certificate/s of Training <b>(must be relevant to the position you are applying for)</b>	Trainings/Seminars Attended within last 5 years.
<b>e</b>	Photocopy of Certificate of Employment or duly signed Service Record, whichever is/are applicable.  <b>(must be relevant to the position you are applying for)</b>	COE, or Service Record with exact period of employment.
<b>f</b>	Photocopy of valid and updated PRC License/ID/ Board of Rating/ CSC Eligibility	Board of Rating/ License/ ID / Certificate from CSC
<b>g</b>	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable	<b>Latest</b> Performance Rating duly signed by immediate supervisor
<b>h</b>	Checklist of Requirements	see <b>Annex C</b>
<b>i</b>	Omnibus Sworn Statement	see <b>Annex F</b> duly subscribed & sworn to by an authorized administering officer
<b>j</b>	Criteria / Point System and Means of Verification	See <b>Annex G</b> for other requirements.
<b>k</b>	Waiver pursuant to the Background Investigation	see <b>Annex H</b>

## 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
November 7-22, 2023	Dissemination of the vacancy for the position through a Division Memorandum and posted via official website & FB page: <a href="https://depednavotas.ph/">https://depednavotas.ph/</a> <a href="https://www.facebook.com/Navotas.Division">https://www.facebook.com/Navotas.Division</a> <a href="https://www.facebook.com/depednavotashumanresource/">https://www.facebook.com/depednavotashumanresource/</a> <a href="https://www.facebook.com/navotenoako">https://www.facebook.com/navotenoako</a>	HRMPSB Secretariats,  ITO
November 7-13, 2023	Filling out of Microsoft form at <a href="https://bit.ly/SDONavotasNovemberVacancy0">https://bit.ly/SDONavotasNovemberVacancy0</a> for the virtual orientation for interested applicants	HRMPSB Secretariats,  Interested applicants
November 14, 2023	<b>Virtual orientation</b> 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
November 22, 2023	<b>Deadline for the submission</b> of application letter and supporting documents to the <b>Records Section of the Schools Division</b> Office of Navotas City and to email address <a href="mailto:sdonavotas.personnel@deped.gov.ph">sdonavotas.personnel@deped.gov.ph</a>  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
November 24, 2023	<b>Posting of Qualified Applicants</b>	HRMO II and HRMPSB Secretariats
November 28, 2023 @ SDO Conference Room, 1:00pm	<b>Written Exam and Skills Test</b> (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
November 29, 2023	<b>Open evaluation of qualified applicants</b> (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
December 4, 2023	<b>Posting of Results</b>	HRMO II and HRMPSB Secretariats

## **ANNEX E**

### **Additional Reminders:**

1. 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**).
2. 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.
3. Some of the activities listed in Annex D may be conducted virtually.
4. Applicants who will not be able to join the scheduled evaluation assessment and written/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 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		Points
1	<b>Education</b>	5
2	<b>Training</b>	5
3	<b>Experience</b>	20
4	<b>Performance</b>	20
5	<b>Outstanding Accomplishments</b> <ol style="list-style-type: none"> <li>1. Outstanding Employee Award</li> <li>2. Innovation or Research</li> <li>3. Subject Matter Expert / NTWG or Committee Membership</li> <li>4. Resource Speakership / Learning Facilitation</li> <li>5. NEAP Accredited Learning Facilitator</li> </ol>	10
6	<b>Application of Education</b>	10
7	<b>Application of L&amp;D</b>	10
8	<b>Potential</b> (Written Examinations, Skills or Work Sample Tests, Behavioral Events Interview)	20
<b>TOTAL</b>		<b>100</b>

CRITERIA	MEANS OF VERIFICATION
<b>Education</b>	<b>Transcript of Records (TOR)</b> / Diploma, including completion of graduate and post-graduate units/degrees, if available <i>(must be relevant to the position you are applying for)</i>
<b>Training</b>	Trainings/Seminars Attended within last 5 years <i>(must be relevant to the position you are applying for)</i>
<b>Experience</b>	Certificate of Employment or Service Record with exact period of employment and <i>must be relevant to the position you are applying for</i>
<b>Performance</b>	• <b>Latest Performance Rating</b> duly signed by immediate supervisor (ex. CY 2022);
<b>Outstanding Accomplishments</b>	<b>A. Awards and Recognition</b> <b>a.3 Outstanding Employee Award</b> A. Any issuance, memorandum or document showing the Criteria for the Search B. Certificate of Recognition/Merit <b>B. Innovation or Research</b> 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><b>C. Subject Matter Expert / National Technical Working Groups (NTWG) or Committee Membership</b></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><b>D. Resource Speakership / Learning Facilitation</b></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><b>E. NEAP Accredited Learning Facilitator</b></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 &amp; 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&amp;D intervention acquired that must be aligned to Individual Professional Development Plan (IPPD); for external applicants, a certification from HR stating that the L&amp;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&amp;D intervention attended, duly approved by the Head of Office;</p> <p>C. Accomplishment Report together with a General Certification that the L&amp;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&amp;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