



Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS
 DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
 Superintendent**

April 8, 2024

DIVISION MEMORANDUM
 No. 262, s. 2024

**ACCEPTANCE OF APPLICATION FOR THE POSITIONS OF ADMINISTRATIVE
 ASSISTANT III AND ADMINISTRATIVE ASSISTANT II**

To: OIC Assistant Schools Division Superintendent
 Chiefs of the Functional Divisions
 Section and Unit Heads
 Public Elementary and Secondary School Heads
 All Others Concerned

1. This Office, through the Human Resource Merit Promotion and Selection Board (HRMPSB), is now accepting applications for Administrative Assistant III and Administrative Assistant II.
2. For the guidance of all concerned, the following are the minimum Qualification Standards (QS) set by the Civil Service Commission for the abovementioned vacant positions to wit:

Position Title (Parenthetical Title, if applicable)	Qualification Standards				
	SG	Education	Training	Experience	Eligibility
Administrative Assistant III	9	Completion of 2 years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional) First Level Eligibility
Administrative Assistant II	8	Completion of 2 years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional) First Level Eligibility

3. Interested applicants shall submit their applications in two (2) copies – one (1) folder for the original copies and another folder for the certified photocopies supported with the following documentary requirements arranged in accordance with the sequence below on or before **April 22, 2024** to the Records Section of SDO-Tagbilaran City, Dampas District, Tagbilaran City, Bohol or email at tagbilarancity.division@deped.gov.ph .:

- i. Letter of Intent addressed to the Schools Division Superintendent;
- ii. Duly accomplished updated Personal Data Sheet (PDS) / CS Form 212, Revised 2017 with Work Experience Sheet, if applicable;



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- iii. Clearance/s from previous employment, if applicable;
- iv. Photocopy of valid PRC License / ID, if applicable;
- v. Photocopy of Certificate of Eligibility / Rating, if applicable;
- vi. 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 applicable;
- vii. Photocopy of Certificates of Training, if applicable;
- viii. Photocopy of Certificates of Employment, Contract of Service, or duly signed Service Record, whichever is / are applicable;
- ix. Photocopy of latest Appointment, if applicable;
- x. Photocopy of Performance Ratings in the last rating period(s), covering one (1) year performance in the current / latest position prior to the deadline of submission, if applicable;
- xi. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 also known as Data Privacy Act of 2012, using the enclosed form (Annex D), notarized by authorized official
- xi. Other documents that are deemed necessary in support of the claims in any of the criterion for the said vacant positions:

4. For easier identification of application documents, all applicants are directed to use the following colored folders:

Positions Applied	Folder Color
Administrative Assistant III	Red
Administrative Assistant II	Yellow

5. Orientation for Applicants on above mentioned vacant positions on **DO.007, series 2023 titled Guidelines on Recruitment, Selection, and Appointment in the Department of Education** will be scheduled on **April 12, 2024**. Venue will be at **Conference Room, Division Office at 8:00 am**. Other schedules relative to the Selection Process will be issued in separate memorandum.

6. In case an applicant is applying for multiple positions, he / she shall follow the specific folder assigned per position for easy segregation, thus one folder per position. All pertinent documents must be properly labeled, paginated, and fastened in a long folder in accordance with the sequence in Item 3. Applicants signature shall be reflected at the left side of the page number in each and every document.

7. Individuals who failed to submit mandatory documentary requirements on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline. However, failure to submit the non-mandatory documentary requirements shall not warrant exclusion from the pool of official applicants.

8. The applicant assumes full responsibility and accountability for the validity and authenticity of the documents submitted as evidenced by the Omnibus Certification of Authenticity. Any violation shall automatically disqualify the applicant from the selection process.

9. Pursuant to the institutionalization of the Program for Meritocracy and Excellence in Human Resource Management (PRIME-HRM), SDO adheres to the Equal Opportunity Principle (EOP) wherein all qualified applicants, during recruitment, selection and placement are sourced using processes, procedures and tools that promote equal employment opportunity on the bases of merit, fitness and competence regardless of sex, gender, identity, age, civil status, religion, ethnic background, disability, political affiliation and others without discrimination of any kind.



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10. For the guidance of all concerned, please see ***Annex A – Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV)***.
11. For questions and clarifications please contact **Brendalou D. Arancana, HRMO** at **09207103707** or email at brendalou.arancana@deped.gov.ph or **Dr. John Ariel A. Lagura, OIC-Assistant Schools Division Superintendent, HRMPSB Chairperson**.
12. Immediate and wide dissemination of this Memorandum is directed.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/HRMPSB/JAL/jro



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CHECKLIST OF REQUIREMENTS

Annex C

Name of Applicant: _____
 Position Applied For: _____
 Office: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

	Basic Documentary Requirement	Status of Submission <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HR Office/Subcommittee)</i>	
			Status of Submission <i>(Check if complied)</i>	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 latest appointment, if applicable			
i.	Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the assessment, if applicable			
j.	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			
k.	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			
l.	Checklist of Requirements and Omnibus Certification/Waiver (Annex C)			
m.	Other documents as may be required			

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:

Human Resource (HR) Office / Subcommittee

Name and Signature of Applicant

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.



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