



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

May 23, 2024

DIVISION MEMORANDUM

No. 298, s. 2024

**RECRUITMENT, EVALUATION AND SELECTION OF
VARIOUS POSITIONS IN THE SCHOOLS DIVISION**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. This office announces the recruitment, evaluation and selection of applicants for various positions listed in Enclosure No. 1 of this Memorandum.
2. The qualification standards, criteria/evaluation sheet, and list of documentary requirements are found in Enclosure No. 2, 3 and 4 respectively.
3. Espousing the principles of merit, fitness for the job, and equal opportunity, this office highly encourages interested qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity, social status, income class and political affiliation, or other similar factors/personal circumstances whether internal or external to DepEd to apply. Applicants with disabilities or special needs are encouraged to inform the Human Resource Management Officer of their condition upon submission of their application so that provisions could be given/facilitated for them.
4. Only those applicants who met the minimum Qualification Standards shall proceed to further assessment/evaluation as stipulated in DepEd Order 007, s. 2023 titled *Guidelines on Recruitment, Selection, and Appointment in the Department of Education*.
5. Applicants are advised to submit one (1) set of duly authenticated copies of required documents arranged and labelled accordingly (with proper tabbing) addressed to **MIGUEL MAC D. APOSIN EdD, CESO V**, Schools Division Superintendent, Attention: Ma. Sharon Barrientos, Administrative Officer IV (HRMO) on or before **June 11, 2024**.



Address: Banica, Roxas City
Contact Number: (036) 651-8454
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6. Qualified and motivated applicants shall submit the following documents, to wit;
- a. Letter of intent addressed to the Schools Division Superintendent, Miguel Mac D. Aposin EdD, CESO V;
 - b. Duly accomplished Personal Data Sheet (CSC Form 212, Revised 2017) with Work Experience Sheet, if applicable;
 - c. Certified photocopy of valid and updated PRC License/ID;
 - d. Certified photocopy of Certificate of Eligibility/Rating, if applicable;
 - e. Certified 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. Certified photocopy of Certificate/s of Trainings;
 - g. Certified photocopy of Certificate of Employment or duly signed Service Record;
 - h. Certified photocopy of latest appointment;
 - i. Certified photocopy of Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission;
 - j. Certified photocopy of the approved proposals and completed Innovations, Research and other relevant programs, projects and activities which has/have the application of Education and application of Learning and Development conducted within the school, district, division, regional and national level;
 - k. Certified photocopies of the Certificate(s) of Recognition, Awards received or any other relevant Outstanding Accomplishments;
 - l. 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 No. 10173 (*Data Privacy Act of 2012*), subscribed before an officer authorized to administer the oath (*Enclosure No.4*); and
 - m. Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from date of last issuance of appointment; and
 - ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in item (i) is not relevant to the position to be filled.

6.1 The assessment for various positions shall be based on the following criteria per Enclosure No. 3 of DepEd Order No. 007 s. 2023;



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- a. Education units and/or degree relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
- b. Training hours relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS, acquired after the last promotion but within the last five (5) years;
- c. Experience relevant to the position to be filled, exceeding the minimum requirements as defined in the CSC-approved QS;
- d. Performance based on submitted performance in the current or previous job or position relevant to the position to be filled;
- e. Outstanding accomplishments acquired after the last promotion;
- f. Application of Education acquired after the last promotion;
- g. Application of Learning and Development acquired after the last promotion; and
- h. Potential measured using other evaluative assessments.

Applicants who failed to submit the complete documentary requirements on the set deadline shall not be included in the pool of official applicants. No new or additional documents will be accepted after the deadline.

7. All applicants are required to register and encode pertinent information using the link (<https://bit.ly/JoinMeNonTeaching>). Upon registration, a confirmation message with a link will be shown in order to generate the **application code**. The unique application code will be used in the entire duration of the hiring process to protect the identity of applicants in compliance with the Data Privacy Act and to promote objectivity and integrity of the process.
8. Applicants must bring their original documents during the evaluation for verification purposes and determination of the authenticity of all the documents presented.
9. Applicants are enjoined to strictly observe these guidelines in the submission of documents relative to the filling up of vacant positions. The Omnibus Sworn Statement duly signed by the applicants signify their full responsibility and accountability to the completeness, authenticity and veracity of the documents submitted. Any false and fraudulent documents submitted shall be a ground for disqualification.
10. Qualified applicants will be notified to undergo the interview, written examination and ICT skills demonstration which will be announced later. Applicants must bring their laptop and extension cord on this scheduled day.



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11. Open ranking will be conducted within three (3) days after the written examination. Applicants must present original copies of the required documents for verification.
12. Expenses of the HRMPSB during the evaluation of documents, deliberation, and preparation of the Comparative Assessment Results and other related activities, shall be charged against the Division MOOE Funds subject to the usual accounting and auditing rules and regulations.
13. Immediate dissemination of this memorandum is desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: DepEd Order (No. 66 s. 2007)
DepEd Order (No.007 s. 2023)

To be indicated in the Perpetual Index
Under the following subjects:

EVALUATION

PUBLICATION

RECRUITMENT



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SUMMARY OF VACANCIES

POSITION	No. of Items	PLACE OF ASSIGNMENT
a. School Librarian I	4	Capiz NHS, Jamindan NHS, San Nicholas NHS-Tapaz, Sapián NHS
b. Nurse II	2	Ivisan NHS, San Nicholas NHS-Tapaz
c. Administrative Aide VI	2	Office of SDS, SDO Capiz
d. Special Education Teacher I	2	Dumarao ES and Pontevedra ES



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APPROVED CSC QUALIFICATION STANDARD (QS)

Position Title	SG	Education	Experience	Training	Eligibility
a. School Librarian I	11	Bachelor's Degree in Library Science or Information Science or Bachelor of Science in Education Arts Major in Library	None Required	None Required	RA 1080 (Librarian)
b. Nurse II	16	Bachelor of Science in Nursing	1 year of relevant experience	4 hours of relevant training	RA 1080 (Nurse)
c. Administrative Aide VI	6	Completion of two-year studies in College	None Required	None Required	Career Service (Sub-Professional) / First Level Eligibility
d. Special Education Teacher I	14	BEED or Bachelor's Degree in Education with specialization in special Education	None Required	None Required	RA 1080 (Teacher)



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DUTIES AND RESPONSIBILITIES
SCHOOL LIBRARIAN I

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
ACCESS TO LEARNING RESOURCE	Checks all uploaded materials in the LRMDs for currency in compliance with IPR requirements to protect DepEd in its utilization of learning materials.
	Maintains on-line catalogs and meta-data of evaluated learning resources for ease in finding specific learning materials.
	Recommends learning resources for development or purchase and uploading in the LRMDs portal needed in the curriculum.
	Recommends and implements rules and regulations in the use of the LR portal.
	Coordinates resolution to problems encountered in the running of the LR portal to ensure accessibility 24/7 with minimal downtime.
	Assist users utilizing the LR portal on location in the regional library to easily access required materials.
	Prepare monthly report of user profile, interest and feedback as the basis for LR content development areas.
SDO LIBRARY	Organize the learning resource in the SDO library (books, magazines, videos, etc.) so that they are easy for users to find.
	Conduct an inventory of the library resources periodically to account for missing resources and recommend additional needed resources.
	Gather and analyze suggestions from various users for additional resources in the library collection.
	Search and evaluate educational Internet sites for cataloging in the portal.
	Prepare and submit a procurement proposal on the approved addition to the library collection (e.g. materials related to the new curriculum, new standards).
	Monitor compliance of users with the existing rules and regulations monitored and take corrective actions on violations.



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LIBRARY HUBS (to be integrated with the LR Center and regional libraries)	Identify on a continuous basis the support needed by the library hubs from the region and assist in responding to the needs through resource mobilization
	Integrate on continuous basis support needed by library hubs from the region and central office management to respond to the needs through Dep ED internal and external sources.
TECHNICAL ASSISTANCE	Gather data and provide initial analysis as inputs to TA needs and plans to improve access to learning resources of schools division and schools.



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DUTIES AND RESPONSIBILITIES

NURSE II

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Health Programs and Services	Classroom inspection to detect early signs and symptoms/disability of learners.
	Assists the Medical Officer in his school clinic work such as vital signs taking, RBS monitoring, immunizations etc.
	Provide preventive and remedial measure for simple and common ailments and gives first aid treatment in the school.
	Conduct Visual and Auditory Screening, Height and Weight Measurement and Deworming of learners.
	Maintains a functional school clinic.
	Checks on the proper sanitation and healthful living conditions of the school and community.
	Utilize tried and tested medicinal plants for the treatment of common ailments.
	Coordinate with other health personnel, the translation of scientific knowledge to desirable health behavior.
	Coordinate with the Medical Officer for the provision of needed health facilities, medicine, and supplies.
	Prepares and submits the needed reports.
Nutrition Program and Services	Assist in the development, design, implementation, evaluation, and monitoring of Sustainable Feeding Programs for the identified Severely Wasted and Wasted Learners of the Schools Division Office and submit needed reports.
	Ensure compliance and implementation of Nutrition Programs to Nutritional Standards in Food preparation.
Linkages	Establish/Strengthen linkages between education partners and stakeholders.
Special Services	Acts as resource person and participate in the information/dissemination on health matters such as classroom lectures, open forum.
	Participate in Sports, Scouting and Other Division/School activities.



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DUTIES AND RESPONSIBILITIES

ADMINISTRATIVE AIDE VI

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Plots/Schedules Activities	<ol style="list-style-type: none"> 1. 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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.



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POINT SYSTEM FOR EVALUATIVE ASSESSMENT

A. For Non-Teaching Personnel (SG 10-22)
(Librarian I and Nurse II)

Criteria	Breakdown of Points
a. Education	5
b. Training	10
c. Experience	15
d. Performance	20
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (Written Exam, BEI and ICT Skills Demo)	20
Total	100

B. For Non-Teaching Personnel (SG 1-9)
(Administrative Aide VI)

Criteria	Breakdown of Points
a. Education	5
b. Training	5
c. Experience	20
d. Performance	20
e. Outstanding Accomplishments	10
f. Application of Education	10
g. Application of Learning and Development	10
h. Potential (Written Exam, BEI and ICT Skills Demo)	20
Total	100

A. For Teaching Personnel (SG 14)
(Special Education Teacher I)

Criteria	Breakdown of Points
a. Education	25
b. Training	5
c. Experience	5
d. Performance	35
e. Outstanding Accomplishments	20
f. Psycho-social attributes	5
g. Potential (Written Exam, BEI and ICT Skills Demo)	5
Total	100



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CHECKLIST OF REQUIREMENTS

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

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
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 deadline of submission, if applicable			
j. 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			
k. Other documents as may be required for comparative assessment, such as but not limited to: 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			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

Human Resource Management Officer

OMNIBUS SWORN STATEMENT

CERTIFICATION OF 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.

Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

Person Administering Oath

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.