



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ


June 18, 2024

DIVISION MEMORANDUM

No. **345**, s. 2024

**RECRUITMENT AND SELECTION OF APPLICANTS FOR
ADMINISTRATIVE AIDE IV (DRIVER II) POSITION IN DEPED RO VI**

- To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned
3. Attached is Regional Memorandum No. 500, s. 2024 dated June 11, 2024 titled **Recruitment and Selection of Applicants for Administrative Aide IV (Driver II) Position in DepEd RO VI**.
4. Immediate dissemination of this Memorandum is desired.


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

Enclosure: None
Reference: None
To be indicated in the Perpetual Index
Under the following subjects

HIRING

RECRUITMENT

SELECTION



Address: Banica, Roxas City
Contact Number: (036) 620 2371
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Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

JUN 11 2024

REGIONAL MEMORANDUM

No. 5001 s. 2024

**RECRUITMENT AND SELECTION OF APPLICANTS FOR ADMINISTRATIVE
AIDE IV (DRIVER II) POSITION IN DEPED RO VI**

TO: Schools Division Superintendents
Chiefs of Functional Divisions
All Others Concerned

1. This Office announces the recruitment and selection of applicants for the position stated below:

POSITION	No. of Position	Office Assignments
Administrative Aide IV (Driver II)	1	Office of the Regional Director

2. The CSC Qualification Standards of the said position are as follows:

POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Administrative Aide IV (Driver II)	4	Elementary School Graduate	None Required	None Required	Professional Driver's License (CSC MC No. 10 s. 2013 - Cat. IV)

3. The DepEd preferred qualifications of the said positions are as follows:

POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Administrative Aide IV (Driver II)	4	At least Two-year studies in college	None Required	None Required	Professional Driver's License / Driver's License Code with at least B ¹ (CSC MC No. 10 s. 2013 - Cat. IV)

¹B¹ UP TO 5000 KGS GVW/9 OR MORE SEATS



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4. Interested and qualified applicants regardless of age, gender, civil status, disability, religion, ethnicity and political affiliation must submit their application letter at the Records Section of the Administrative Services Division, DepEd, Regional Office VI, Duran Street, Iloilo City, specifying the position applied for and Office where the vacancy exists the following documents in three (3) copies, properly labelled, with dog ear, per document:

- a. Letter of intent addressed to the Head of Office;
- b. Duly accomplished and computerized CS Form 212 (Personal Data Sheet), revised 2017, with Work Experience if applicable, sworn before an officer authorized to administer oath;
- c. Photocopy of valid Professional Driver's License (CSC MC No. 10 s. 2013 - Cat. IV);
- d. Photocopy of Certificate of Eligibility/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 applicable;
- f. Photocopy of Certificate of Employment/Contract of Service specifying the duties and responsibilities, signed by Human Resource Management Officer or Head of Office, or duly signed Service Record, whichever is applicable;
- g. Photocopy of latest appointment, if applicable;
- h. Photocopy of Certificates of Training after the last promotion/appointment, if applicable;
- i. 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, 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 pursuant to RA No. 10173 using the required form (attached Annex C of D.O No. 007, s. 2023), notarized by authorized official; and
- k. Other documents as may be required pursuant to D.O. No. 007 series of 2023 (Guidelines on Recruitment, Selection and Appointment), 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 the date of last issuance of appointment; and

ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance Rating in item 3(i) is not relevant to the position to be filled, if applicable.



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5. The timeline for the recruitment and selection process is indicated below.

Activities	Venue	Schedule
Filing of Application Letter with Complete Supporting Documents	Records Section	June 11, 2024 – June 24, 2024
Pre-evaluation of the Applicant's qualification vis-a-vis Qualification Standard (QS) and submit the Selection Line-up for deliberation of HRMPSB	HRM Office	July 1, 2024
Posting of Qualified Applicants	Bulletin Board (3 conspicuous places)	July 2, 2024
Evaluation and Deliberation	Office of the Assistant Regional Director	July 3, 2024
Systematic Assessment		
Interview of applicants	Office of the Assistant Regional Director	July 4, 2024
Practical Driving/Skills Test	DepEd Regional Office VI	
HRMPSB Deliberation and Finalization of Evaluation Results	Office of the Assistant Regional Director	July 8, 2024
Submission to the Office of the Regional Director the report of HRMPSB's Comparative Assessment Result (CAR)	Office of the Regional Director	July 9, 2024
Posting of a Notice of Appointments Issued (NAI)	Bulletin Board (3 conspicuous places)	July 25, 2024

6. The applicants are reminded of the following:
Late submission of mandatory documents shall not be evaluated; and
No retrieval of folders will be allowed once stamped "Received" by the office.

7. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director



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REGION VI-WESTERN VISAYAS

Encl.: N o n e

Reference: as stated

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

HIRING

RECRUITMENT

SELECTION

EGM/ASD-PS-RM-037/ADA4(Driver II) Vacant Position
June 11, 2024