



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

July 23, 2024

**DIVISION MEMORANDUM**

No. 410, s. 2024

**RECRUITMENT AND SELECTION OF APPLICANTS FOR  
VARIOUS VACANT POSITIONS**

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

1. Attached is Regional Memorandum No. 623, s. 2024 titled **Recruitment and Selection of Applicants for various Vacant Positions.**
2. 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

APPINTMENT

HIRING

RECRUITMENT

SELECTION



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**Republic of the Philippines**  
**Department of Education**  
REGION VI-WESTERN VISAYAS

REGIONAL MEMORANDUM  
No. 623 s. 2024

**RECRUITMENT AND SELECTION OF APPLICANTS FOR VARIOUS  
VACANT POSITIONS**

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

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

POSITION	No. of Position	Office Assignments
Education Program Specialist II	1	Human Resource Development Division
Administrative Assistant I (Secretary I)	1	Policy, Planning and Research Division
Administrative Aide VI (Clerk III)	1	Administrative Services Division

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

POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Education Program Specialist II	16	Bachelor's degree in Education or its Equivalent	4 hours of relevant training	2 years experience in education, research, development, implementation or other relevant experience	RA 1080 (Career Service Professional)  Appropriate Eligibility for 2 <sup>nd</sup> Level Position



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Administrative Assistant I (Secretary I)	7	Completion of 2 years studies in college	None Required	None Required	Career Service Sub-Professional (First Level Eligibility)
Administrative Aide VI (Clerk III)	6	Completion of 2 years studies in college	None Required	None Required	Career Service Sub-Professional (First Level Eligibility)

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

POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Education Program Specialist II	16	Bachelor's degree in Education or its Equivalent	4 hours of relevant training	2 years experience in education, research, development, implementation or other relevant experience	RA 1080 (Career Service Professional) Appropriate Eligibility for 2 <sup>nd</sup> Level Position
Administrative Assistant I (Secretary I)	7	Completion of 2 years studies in college	None Required	None Required	Career Service Sub-Professional (First Level Eligibility)





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Administrative Aide VI (Clerk III)	6	Completion of 2 years studies in college	None Required	None Required	Career Service Sub-Professional (First Level Eligibility)
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4. Interested 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 desired position and Office where the vacancy exists the following documents in **three (3) copies**, properly labelled, with dog ear, per document:

- Letter of intent addressed to the Head of Office;
- 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;
- Photocopy of valid and updated PRC License/ID, if applicable;
- Photocopy of Certificate of Eligibility/Rating, if applicable;
- 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;
- 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;
- Photocopy of latest appointment, if applicable;
- Photocopy of Certificates of Training after the last promotion/appointment, if applicable;
- 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;
- Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the document 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



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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.

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	July 8, 2024 – July 26, 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 29-30, 2024
Posting of Qualified Applicants	Bulletin Board (3 conspicuous places)	July 31, 2024
Evaluation and Deliberation	Office of the Assistant Regional Director / Virtual	August 1-2, 2024
Systematic Assessment		
Interview of Applicants	Office of the Assistant Regional Director / Virtual	August 5-8, 2024
Computer Skills Test / Written Examination	ICT/Admin Office / Virtual	
HRMPSB Deliberation and Finalization of Evaluation of Results	Office of the Assistant Regional Director / Virtual	August 9 , 2024





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Submission to the Office of the Regional Director the report of HRMPSTB's Comparative Assessment Result (CAR)	Office of the Regional Director	August 15, 2024
Posting of a Notice of Appointments Issued (NAI)	Bulletin Board (3 conspicuous places)	September 15, 2024

7. The applicants are reminded of the following:
1. Late submission of mandatory documents shall not be evaluated; and
  2. No retrieval of folders will be allowed once stamped "Received" by the office.
8. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: None  
Reference: as stated  
To be indicated in the Perpetual Index  
under the following subjects:

**APPOINTMENT  
HIRING**

**RECRUITMENT  
SELECTION**

EGM/ASD-PS-RM-044/Publication of Various Vacant Positions  
July 19, 2024



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