



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

19 SEP 2024

DIVISION MEMORANDUM

No. 557, s. 2024

**RECRUITMENT AND SELECTION OF APPLICANTS FOR
ADMINISTRATIVE ASSISTANT III POSITION
(OFFICE OF THE REGIONAL DIRECTOR)**

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. 830, s. 2024 dated September 11, 2024 titled **Recruitment and Selection of Applicants for Administrative Assistant III Position (Office of the Regional Director)**.
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

PROMOTION

RECRUITMENT

SELECTION



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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

SEP 11 2024

REGIONAL MEMORANDUM

No. 830 s. 2024

RECRUITMENT AND SELECTION OF APPLICANTS FOR ADMINISTRATIVE ASSISTANT III POSITION (OFFICE OF THE REGIONAL DIRECTOR)

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 Assignment
Administrative Assistant III (Secretary 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 Assistant III (Secretary II)	9	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)

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

POSITION	SG	EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY
Administrative Assistant III (Secretary II)	9	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149; 336-2816
Email Address: region6@depd.gov.ph
Website: region6.depd.gov.ph





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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:

- 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 and updated PRC License/ID, if applicable;
- 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 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
- 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



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- 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
Submission of Application Letter with Complete Supporting Documents	Records Section	September 11, 2024 – September 23, 2024
Initial Evaluation of Documents and Validation of Initial Evaluation Results	HRM Office	September 30, 2024
Release and Posting of Initial Evaluation Results	Bulletin Board and other conspicuous places	October 1, 2024
Pre-Evaluation and Deliberation of the Results	Convergence Zone, Office of the Regional Director	October 3, 2024
Systematic Assessment		
Behavioral Events Interview		
Computer Skills Test / Written Examination	DepEd RO VI Studio (formerly La Carlota Room, 2nd Floor RELC Dormitory, DepEd Regional Office VI)	October 7, 2024
HRMPSB Deliberation and Finalization of Evaluation of Results	Office of the Assistant Regional Director / Virtual	October 9 , 2024
Submission of the Comparative Assessment Result (CAR) to the Office of the Regional Director	Office of the Regional Director	October 11, 2024
Posting of the Comparative Assessment Results (CAR)	Bulletin Board/Website and other conspicuous places	October 14, 2024
Posting of Notice of Appointment Issued	Bulletin Board and other conspicuous places	October 31, 2024



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6. 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.
7. 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:

PROMOTION

RECRUITMENT

SELECTION

EGM/ASD-PS-RM-054/Publication of ADAS3 Position
September 11, 2024



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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Department of Education, Regional Office VI, Western Visayas in the CSC website.



RAMON P. R. Regional Director

Date: September 11, 2024

No.	Position Title (Parenthetical Title, if applicable)	Platilla Item No.	Salary (Job/ Pay Grade)	Qualification Standards				Competency	Place of Assignment
				Education	Training	Experience	Eligibility		
	Administrative Assistant III (Secretary II)	OSEC-DECSB-ADAS3-420053- 2004	9	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional (First Level Eligibility)	Basic computer operations/MS Office	Office of the Regional Director
<<< Nothing Follows >>>									

Interested and qualified applicants, regardless of age, gender, civil status, disability, religion, ethnicity and political affiliation must submit their application letter specifying the Position Title (with parenthetical title, if applicable) and the Office where the vacancy exist. Applicants are advised to submit the following documents in three (3) copies, properly labeled per criterion, attach to the application letter and send to the address below not later than September 23, 2024.

- Letter of intent addressed to the I lead 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 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/degress, if available;
- Photocopy of Certificates of Training after the last promotion/appointment, 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;
- Checklist of Performance Rating;
- 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 (Annex C of D.O. 007 s. 2023), notarized by authorized official; and
- Other documents as may be required pursuant to D.O. No. 007 series of 2023 (Guidelines on Recruitment, Selection and Appointment).

Note: 1. All applicants shall ensure completeness and accuracy of the documents submitted. No retrieval of folders will be allowed once stamped "received" except if permitted by the head of office on reasonable ground.
2. Applicant(s) applying for **any positions** shall not be accepted.
3. Individuals who failed to submit mandatory documentary requirements (Items a to l) on the set deadline shall not be included in the pool of official applicants. No further documents shall be accepted after the deadline.
4. APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

In case of Community Quarantine / Health Protocols declaration by proper authorities due to COVID-19, QUALIFIED APPLICANTS are advised to send through e-mail their application letters with complete required documents to the emails stated below subject to submission (through any Courier) of hard copies before the set deadline, viz:

DR. RAMIR B. UYTICO, CESO III
Regional Director

region6@deped.gov.ph
cc: tomeo.sanchez2001@deped.gov.ph