Regional Memorandum

ANNOUNCEMENT OF VACANCY

To Regional Office Officials and Employees
Schools Division Superintendents
All Others Concerned

1. This is to announce vacancy in the Regional Office for position listed below. All qualified applicants are welcome to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.

<table>
<thead>
<tr>
<th>Position</th>
<th>DBM Plantilla Item No.</th>
<th>Salary Grade</th>
<th>Monthly Salary (NRC 579)</th>
<th>No. of Position/s</th>
<th>Place of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Aide VI (ADA VI)</td>
<td>OSEC-DECSB-ADA6-270012-2015</td>
<td>6</td>
<td>P15,524.00</td>
<td>1</td>
<td>Regional Office IV-A CALABARZON</td>
</tr>
</tbody>
</table>

2. The Qualification Standards (QS) of said position are as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Education</th>
<th>Training</th>
<th>Experience</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Aide VI (ADA VI)</td>
<td>Completion of two years studies in college</td>
<td>None required</td>
<td>None required</td>
<td>Career Service (Subprofessional)/ First Level Eligibility</td>
</tr>
</tbody>
</table>

3. Below are the duties and responsibilities of the abovementioned positions:

<table>
<thead>
<tr>
<th>Position/Division</th>
<th>Duties and Responsibilities</th>
</tr>
</thead>
</table>
| Administrative Aide VI (ADA VI)/Administrative Division | 1. To encode/integrate newly hired employees in the payroll database  
2. To verify and update in the payroll database the submitted documents of employees for promotion/reclassification, step |

"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

Trunkline: 02-8682-5773/8684-4914/8647-7487
Website: depedcalabarzon.ph
Document Inquiry: https://r4-inquiry.doc.com/Inquire
Facebook: DepEd R-4A Calabarzon
| 3. | To prepare Certification of Last Payment (CLP) of employee who separate from the service due to retirement, resignation and death. |
| 4. | To prepare Certification of Last Payment (CLP) due to transfer |
| 5. | To compute salary overpayment/underpayment of employees who separate from the service due to retirement, resignation and death. |
| 6. | To compute and deduct Proportional Vacation Pay (PVP) |
| 7. | To prepare payroll remittance advice. |
| 8. | To check and verify the authenticity of loan documents as against the soft copies (in CDs) submitted by the PUs for uploading in the payroll system. |
| 9. | To download GSIS EBF in the payroll system. |
| 10. | To prepare payslips on the final payroll pre-audited by Accounting and forward to Cashier for distribution. |
| 11. | To prepare remittance reports to GSIS, Pag-IBIG, accredited lending agencies, etc. |

1. Interested qualified applicants shall submit documents with “ear tags” following the arrangements below:
   a. Letter of intent addressed to the Regional Director
   b. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture [CS Form 212, Revised 2017] which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph)
   c. **Authenticated copy** of PRC ID/CSC Eligibility
   d. Performance Ratings [duly signed] – 3 **consecutive years**
   e. Updated Service Record
   f. Certificate of Employment with brief description of duties and responsibilities, and performance rating/s for applicant from the private company and those on a Job Order or Contract-of-Service status
   g. Outstanding Accomplishments (If any)
      1) Outstanding Employee Award/s
      2) Innovations
      3) Research and Development Projects
      4) Publication/Authorship
      5) Consultant/Resource Speaker in Trainings/Seminar
h. CAV and Authenticated copy of Transcript of Records (TOR) and Diploma/Certification on CAR
i. Certificate of Training/s Attended (must be relevant to the position being applied and not credited during the last promotion)
j. Latest approved appointment (if any)

2. Applicants must ensure that their documents are complete, and accurate.

3. Application documents shall be accepted until September 28, 2020. Late documents shall not be accepted. Only those applicants with complete requirements shall be entertained.

4. The initial evaluation of documents may commence once the ten (10) calendar days publication requirement is met.

5. Applicants who meet the minimum Qualification Standards (QS) shall be included in the shortlist, and shall receive a notification through email address/cellphone number (via SMS/text message) indicated in the application letter or CSC Form 212 (PDS) for the schedule of written exam, on-the-job assessment/skills test, and panel interview with the Human Resource Merit Promotion and Selection Board (HRMPSB).

6. Applicants may refer to DepEd Order No. 66, s. 2007, “Revised Guidelines on the Appointment and Promotion of Other Teaching, Related Teaching and Non-Teaching Positions” for the criteria and number of points assigned to each criterion.

7. Wide and immediate dissemination of this Memorandum is desired.

WILFREDO E. CABRAL
Regional Director

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