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 (NBC 579)</th>
<th>No. of Position/s</th>
<th>Place of Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant I</td>
<td>OSEC-DECSB-ADAS1-270002-2015</td>
<td>7</td>
<td>P16,458.00</td>
<td>1</td>
<td>Regional Office IV-A CALABARZON</td>
</tr>
</tbody>
</table>

2. The Qualification Standards (QS) of the above mentioned 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 Assistant I</td>
<td>Completion of two-year studies in college</td>
<td>None required</td>
<td>None required</td>
<td>Career Service Sub-Professional/First Level Eligibility</td>
</tr>
</tbody>
</table>

3. Below are the duties and responsibilities of the position:

<table>
<thead>
<tr>
<th>Position/Division</th>
<th>Duties and Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant I (ADAS 1)</td>
<td>• Schedules and keep track of Administrative Services meetings and appointments with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization</td>
</tr>
</tbody>
</table>

"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

Trunkline: 02-8682-5773/8684-4914/8647-7487
Website: depedcalabarzon.ph
Document Inquiry: https://r4a-teadoc.com/inquire
Facebook: DepEd R-4A Calabarzon
4. 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
c. Authenticated PRC ID/CSC Eligibility
d. Performance Ratings (duly signed) – 3 consecutive years (note: Summary of Ratings will not be accepted)
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 (COS) 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 of latest 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)

5. Qualified applicants must ensure that their documents are complete and
   accurate.

6. Application documents shall be accepted until November 5, 2020, and may
   hand-in or send through courier addressed to:

   WILFREDO E. CABRAL
   Regional Director
   DepEd Region IV-A CALABARZON
   Gate 2, Karangan Village
   Cainta, Rizal

7. Only those applicants with complete requirements shall be entertained. Late
   documents shall not be accepted.

8. The initial evaluation of documents may commence on at least the ten (10)
   calendar day publication period shall be met.

9. Applicants who meet the minimum Qualification Standards (QS) shall be
   included in the shortlist, and shall receive a notification via email address and to
   cell phone 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).

10. 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.

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

   WILFREDO E. CABRAL
   Regional Director