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 Aide VI (ADA VI)</td>
<td>OSEC-DECSB-ADA6-270012-2015</td>
<td>6</td>
<td>P16,200.00</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 (Sub- professional)/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>
<tbody>
<tr>
<td>Administrative Aide VI (ADA VI)/Administrative Division</td>
<td>Salary and Benefits</td>
</tr>
<tr>
<td></td>
<td>1. To encode/integrate newly hired employees in the payroll database</td>
</tr>
<tr>
<td></td>
<td>2. To verify and update in the payroll database the submitted documents of employees for promotion/reclassification, step</td>
</tr>
</tbody>
</table>

"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"
<table>
<thead>
<tr>
<th>increment, deletion and deduction of insurances, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. To prepare Certification of Last Payment (CLP) of employee who separate from the service due to retirement, resignation and death.</td>
</tr>
<tr>
<td>4. To prepare Certification of Last Payment (CLP) due to transfer</td>
</tr>
<tr>
<td>5. To compute salary overpayment/underpayment of employees who separate from the service due to retirement, resignation and death.</td>
</tr>
<tr>
<td>6. To compute and deduct Proportional Vacation Pay (PVP)</td>
</tr>
<tr>
<td>7. To prepare payroll remittance advice.</td>
</tr>
<tr>
<td>8. To check and verify the authenticity of loan documents as against the soft copies (in CDs) submitted by the PLUs for uploading in the payroll system.</td>
</tr>
<tr>
<td>9. To download GSIS EBF in the payroll system.</td>
</tr>
<tr>
<td>10. To prepare payslips on the final payroll pre-audited by Accounting and forward to Cashier for distribution.</td>
</tr>
<tr>
<td>11. To prepare remittance reports to GSIS, Pag-IBIG, accredited lending agencies, etc.</td>
</tr>
</tbody>
</table>

4. Interested qualified applicants may **submit the duly authenticated documents with “ear tags”** via courier addressed to the Regional Director, DepEd Region IV-A CALABARZON, Gate 2, Karangalan Village, Cainta, Rizal or email the scanned copy of documents to personnel.calabarzon@deped.gov.ph, arranged as follows:

   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. Photocopy of authenticated CSC Certification of Eligibility/photocopy of the updated PRC ID License (must be Certified True Copy by the PRC)
   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. Photocopy of the duly authenticated Transcript of Records (TOR) by the
   CHED (CAG), Diploma/duly authenticated Certification on CAR by the
   School Registrar or School Authorized Official
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. Applicants must ensure that their documents are complete, and accurate.

6. Application documents shall be accepted until June 3, 2021. Only complete
   application documents submitted until the set deadline shall be entertained. Late
   documents shall not be accepted. Applicants are advised to use google account
   in sending their application.

7. 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).

8. 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.

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

FRANCIS CESAR B. BRINGAS
Regional Director

ps. msbo
Place of Assignment: DepEd Regional Office IV-A CALABARZON

Position Title: Administrative Aide VI

Plantilla Item No.: OSEC-DECSB-ADA6-270012-2015

Salary/Job/Pay Grade: 6

Monthly Salary: Php 16,200.00

Eligibility: Career Service (Sub-professional)/ First Level Eligibility

Education: Completion of two-year studies in college

Training: None required

Work Experience: None required

Competency:

Instructions/Remarks:
Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than June 3, 2021.

Documents:
1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

FRANCIS CESAR B. BRINGAS
Regional Director
DEPARTMENT OF EDUCATION
DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
personnel.calabarzon@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date: May 19, 2021

Closing Date: June 03, 2021