



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



19 May 2021

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.

Position	DBM Plantilla Item No.	Salary Grade	Monthly Salary (NBC 579)	No. of Position/s	Place of Assignment
Administrative Aide VI (ADA VI)	OSEC-DECSB-ADA6-270012-2015	6	P16,200.00	1	Regional Office IV-A CALABARZON

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

Position	Education	Training	Experience	Eligibility
Administrative Aide VI (ADA VI)	Completion of two years studies in college	None required	None required	Career Service (Sub-professional)/First Level Eligibility

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

Position/Division	Duties and Responsibilities
Administrative Aide VI (ADA VI)/Administrative Division	Salary and Benefits 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
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	<p>increment, deletion and deduction of insurances, etc.</p> <ol style="list-style-type: none"> 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 PLIs 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.
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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 (CAV), 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

for-25

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