



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



24 September 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.

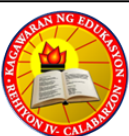
Position	DBM Plantilla Item No.	Salary Grade	Monthly Salary (NBC 579)	No. of Position/s	Place of Assignment
Administrative Assistant II	OSEC-DECSB-ADAS2-270294-2004	8	P18,251.00	1	Regional Office IV-A CALABARZON

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

Position	Education	Training	Experience	Eligibility
Administrative Assistant II	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service SubProfessional/ First Level Eligibility

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

Position/Division	KRAs/Duties and Responsibilities
Administrative Assistant II - CLMD/LRMDS	LRMDS User Support <ul style="list-style-type: none">• Provide user support services through the Region LRMDS Helpdesk and effectively respond to routine emails and user/client calls and inquiries.



"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

	<p>User Problems Solved</p> <ul style="list-style-type: none">• Analyze user's problem as stated in verbal or written query and identify cause of problem.• Provide first-level troubleshooting assistance and escalate problems/issues beyond control to the proper LRMDs Group• Assess and escalate serious or unusual problems to the appropriate LRMDs Group for resolution• Install, configure and provide instructions on basics of using common office software tools and LRMDs support technologies <p>LRMDs Training and Updates</p> <ul style="list-style-type: none">• Technical support during training• Communication on new developments and updates on the system to all users and clients <p>System Maintenance and Tracking</p> <ul style="list-style-type: none">• Employ basic procedures for user account management and access• Prepare monthly report of user/client issues and complaints, status and resolution based on a daily log and analysis of trends, in order to track source of user difficulty as well as areas for systems enhancement for the action of the Systems Administrator.• Solicit user feedback and use information to improve the system• Perform basic and routine system maintenance such as backup, system start-up, etc.• Apply basic security measures for Internet, helpdesk and desktop operations to prevent hacking, virus and other security problems.
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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. Notarized Omnibus Certification of Authenticity and Veracity of Documents submitted
 - c. 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
 - d. Photocopy of authenticated CSC Certification of Eligibility/Photocopy of the updated PRC ID License (must be Certified True Copy by the PRC)
 - e. Performance Ratings (duly signed) – 3 consecutive years
 - f. Updated Service Record signed by authorized official
 - g. 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
 - 1) Outstanding Accomplishments (if any)
 - 2) Outstanding Employee Award/s
 - 3) Innovations
 - 4) Research and Development Projects
 - 5) Publication/Authorship
 - 6) 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 for, 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 October 12, 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** as email address.
7. Applicants who meet the minimum Qualification Standards (QS) of the position shall be included in the shortlist, and shall receive a notification via email or SMS/text message for schedules of the written or on-the-job exam/skills test, and assessment and open ranking 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
