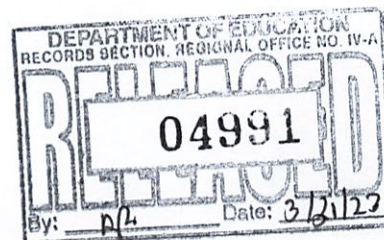




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



28 March 2023

Regional Memorandum

No.177 s.2023

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 IV (Driver II)	OSEC-DECSB-ADA4-270534-2004	4	P15,586.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal

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

Position	Education	Training	Experience	Eligibility
Administrative Aide IV (Driver II)	Elementary School Graduate	None required	None required	Professional Driver's License (MC 11, s. 1996 – Cat. II)

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

Position/Division	KRAs/Duties and Responsibilities
Administrative Aide IV (Driver II)	Driving <ul style="list-style-type: none">Drives the service vehicle of the Director to destinations as directed by the Director, Assistant Director



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

Personnel-RM-2023-177



	<p>or through the Administrative Assistant</p> <p>Vehicle Maintenance</p> <ul style="list-style-type: none"> • Keeps the service vehicle in good condition and performs trouble shooting and maintenance • Recommends repair or replacement of damaged parts to General Services unit and follows up to ensure vehicle serviceability at all times • Prepares/encodes fuel and oil consumption and distance traveled and submits report to General Services <p>Administrative Support</p> <ul style="list-style-type: none"> • Bring memos, documents to offices as assigned by the office Administrative Assistant • Photo copy documents as needed • Receive and record in logbook documents addressed to the office and turnover such to the Administrative Assistant • Record and release documents for other offices as instructed by the Administrative Assistant • Answer telephone calls within 3 rings and refer the caller to the proper office or staff or take down the message and relay to the proper office or staff
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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 **(in 1 pdf.file)** of documents **(with 25 pages or less)** to hrmpsb.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. Detailed IPCRF (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
 - h. Outstanding Accomplishments (Meritorious 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
 - i. Photocopy of the duly authenticated Transcript of Records (TOR) by the CHED (CAV), duly authenticated Certification on Completed Academic Requirements (CAR) by the School Registrar or School Authorized Official, and Diploma
 - j. Certificate of Training/s attended (must be relevant to the position being applied for, and not credited during the last promotion)
 - k. Latest approved appointment (if any)
5. Applicants must ensure that their documents are complete, and accurate.
6. **Application documents shall be accepted until April 14, 2023. 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 the schedule of assessment** composed of written examination (On-the-Job test/Skills test), and interview (open ranking) with the Human Resource Merit Promotion and Selection Board (HRMPSB).
8. Wide and immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II

Regional Director

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