



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



Personnel-RM-2024-214

21 March 2024

Regional Memorandum

No.214 s.2024

ANNOUNCEMENT OF VACANCY FOR ADMINISTRATIVE ASSISTANT I POSITION

**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 Positions	Place of Assignment
Administrative Assistant I	OSEC-DECSB-ADAS1-270002-2015	7	P18,620.00	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 Assistant I	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 position:



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS 22 93 0085

Position/Division	KRAs/Duties and Responsibilities
Administrative Assistant I Administrative Services Division (ASD)	<p>SECRETARIAL/ FRONTLINE AND ADMINISTRATIVE SUPPORT</p> <ul style="list-style-type: none"> • 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 of personnel time • Received/routed calls • Visitors responded to • Follow through on inquiries • Prepare or encode into electronic format word documents and other presentation materials. • Provide assistance and administrative support to training and conferences as assigned. • Coordinate preparation of documents and supporting documents and forms needed in the operation of Administrative Services. • Prepare requests for office equipment and office supplies for Administrative Services. <p>RECORDS MANAGEMENT</p> <ul style="list-style-type: none"> • Receive, record and route documents addressed to Administrative Services by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents. • Maintain a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. • Document proceedings and agreements of meetings as assigned, distributes copies of the minutes to concerned parties as well as files a copy for future reference.

4. Interested qualified applicants are advised to hand-in or send via courier the duly authenticated documents with “ear tags” addressed to the Regional Director, DepEd Region IV-A CALABARZON, Gate 2, Karangalan Village, Cainta, or email the scanned copy to hrmpsb.calabarzon@deped.gov.ph, arranged as follows:
- a. Letter of intent addressed to the Regional Director. Please include the position and its item number with corresponding Functional Division/Section/Unit;
 - b. Duly accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at 222.csc.gov.ph;
 - c. Photocopy of valid and updated PRC License/ID, if applicable;
 - d. Photocopy of Certificate of Eligibility/Rating, if applicable;

- e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if applicable;
 - f. Photocopy of Certificate/s of Training attended;
 - g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;
 - h. Photocopy of latest appointment, if applicable;
 - i. Photocopy of the Performance Rating in the last rating period(s) covering one (1) year performance in the current/latest position prior to the deadline of submission, if applicable;
 - j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA No. 10173 (Data Privacy Act of 2012), using the form (Annex C) of DepEd Order No. 007, s. 2023, notarized by authorized official; and
 - k. Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment.
5. **Enclosures No. 4 (pages 1-18) – Criteria and Point System for Hiring and Promotion to Related-Teaching Positions, and No. 5 (pages 1-18) – Criteria and Point System for Hiring and Promotion to Non-Teaching Positions of DepEd Order 7, s. 2023 shall be used in the evaluation of documents for said positions.**
 6. Applicants must ensure that their documents are complete, and accurate.
 7. **Application documents shall be accepted until April 12, 2024. 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.**
 8. Attached hereto are the Assessment Plan and the Checklist of Requirements for information and reference.
 9. Wide and immediate dissemination of this Memorandum is desired.



ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



(Inclosures to Regional Memorandum dated March 21, 2024)

ASSESSMENT PLAN**Administrative Assistant I**

Plantilla Item No.: OSEC-DECSB-ADAS1-270002-2015

ACTIVITIES	RESPONSIBLE	INDICATIVE SCHEDULE	NO. OF WORKING DAYS
Publication/Posting Period	HRMO	March 21 to April 12, 2024	n/a
Last day of receiving of application	Secretariat	April 12, 2024	n/a
Initial evaluation of application document	AO IV	April 15-17, 2024	3
Submission of Shortlist of qualified applicants to the HRMPSB	AO IV	April 18, 2024	1
Preliminary Meeting with the HRMPSB (pre-evaluation of documents)	HRMPSB/AO IV/ Secretariat	April 19&22, 2024	2
HRMPSB Meeting with the qualified applicants (validation of documents, and interview of qualified applicants/open ranking)	HRMPSB/AO IV/Secretariat	April 23, 2024	1
Conduct of the Written Examination/Skills/Work Sample Test	HRMPSB/AO IV/Secretariat		
Check the written exam/OTJ/skills test	HRMPSB/End-user (Chief)	April 24, 2024	1
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/AO IV/Secretariat	April 25, 2024	1
Route the CAR to the HRMPSB for signature	HRMPSB/AO IV/Secretariat	April 26&29, 2024	2
Submission of the final CAR to the Office of the Regional Director, and requesting instruction	AO IV	April 30, 2024	1
Conduct of Background Investigation (BI)	Upon the request of the Appointing Authority	April 30, 2024	
Email signed CAR to applicants for information and acknowledgment	AO IV	May 2, 2024	1
Prepare notification letter to the successful candidate for the compliance/submission	AO IV		

of requirements for appointment		May 3, 2024	1
Forward to the Office of the ARD/RD the notification letter for initial/signature	Personnel Section		
Email to the successful candidate the signed notification letter for the compliance of requirements, and acknowledge the same	AO IV	May 6, 2024	1

Total

15

CHECKLIST OF REQUIREMENTS

Name of Applicant: _____ Application Code: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes () No ()
 Solo Parent: Yes () No ()

Basic Documentary Requirement	Status of Submission (To be filled-out by the applicant; Check if submitted)	Verification (To be filled-out by the HRMO/ HR Office/sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Regional Director. Please include the position and its item number with corresponding Functional Division/Section/Unit			
b. Omnibus Sworn Statement and Certification/Waiver pursuant to Data Privacy Act			
c. Fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph			
d. Photocopy of authenticated CSC Certification of Eligibility (for Career Service Professional or Sub-Professional)/Photocopy of the updated PRC ID License (must be certified true copy by the PRC)			
e. Detailed IPCRF (duly signed) – for 3 consecutive years, if applicable			
f. Updated Service Record signed by authorized official, if applicable			
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. Photocopy of last appointment, if applicable			
i. Photocopy of authenticated Transcript of Records including graduate/post-graduate and/or authenticated Certification on CAR by the School Registrar or School Authorized Official			
j. Copy of Certificates of Training attended (must be relevant to the position being applied for, and not credited during the last promotion)			
k. Means of Verification (MOVs) showing Outstanding Accomplishment, Application of Education, and Application of Learning and Development reckoned from the date of the last issuance of appointment			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONTENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (e)lectronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (w)here the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.