



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



Personnel-RM-2025-538

14 July 2025

**Regional Memorandum**  
No. 528 s. 2025

**ANNOUNCEMENT OF VACANCIES FOR TEACHER  
CREDENTIALS EVALUATOR II, ADMINISTRATIVE  
ASSISTANT I (SECRETARY I) AND  
ADMINISTRATIVE AIDES VI  
(CLERK III) POSITIONS**

To **Regional Office Officials and Employees  
Schools Division Superintendents  
All Others Concerned**

1. This is to announce vacancies in the Regional Office for positions 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 594)	No. of Position /s	Place of Assignment
Teacher Credentials Evaluator II	OSEC- DECSB- TCE2- 240001-1998	15	P40,208.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
Administrative Assistant I (Secretary I)	OSEC- DECSB- ADAS1- 270007-2015	7	P20,110.00	1	DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal
Administrative Aide VI (Clerk III)	OSEC- DECSB- ADA6- 270264-2004	6	P18,957.00	3	DepEd Region IV-A CALABARZON, Gate 2 Karangalan
	OSEC- DECSB-				

	ADA6-270015-2015				Village, Cainta, Rizal
	OSEC-DECSB-ADA6-270262-2004				

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

<b>Position</b>	<b>Education</b>	<b>Training</b>	<b>Experience</b>	<b>Eligibility</b>
Teacher Credentials Evaluator II	Bachelor's degree relevant to the job	4 hours of relevant training	1 year relevant experience	PBET; RA 1080 (Teacher); Career Service (Professional)/ Second Level Eligibility
Administrative Assistant I (Secretary I)	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*  *In light of the SHS Modeling Program which was implemented as early as SY 2014-2015 (per CSC Resolution No. 2500229, promulgated 06 March 2025)	None required	None required	Career Service (SubProfessional)/ First Level Eligibility
Administrative Aide VI (Clerk III)	Completion of 2 years of studies in college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)*  *In light of the SHS Modeling Program which was implemented as early as SY 2014-2015 (per CSC Resolution No. 2500229,	None required	None required	Career Service (SubProfessional)/ First Level Eligibility

	promulgated 06 March 2025)			
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3. Below are the duties and responsibilities of the abovementioned positions:

<b>Position/Division</b>	<b>KRAS/Duties and Responsibilities</b>
<b>Teacher Credentials Evaluator II/ Administrative Services Division-Personnel Section</b>	<p><b>EQUIVALENT RECORD FORM (ERF) EVALUATION</b></p> <ul style="list-style-type: none"> <li>• Review and evaluate teachers' credentials stated in the ERF forms submitted for Upgrading/ Reclassification to Teacher II/III positions, following existing DepEd guidelines and the latest National Budget Circular to ensure accuracy and objectivity in recommending appropriate actions.</li> <li>• Consolidate request for ERF upgrading, reclassification and conversion of items based on the funding allocation, by division for submission to the DBM before cutoff date.</li> <li>• Follow up approved ERFs from DBM and implement upon approval of SDS.</li> </ul> <p><b>MASTER TEACHERS POSITION CONVERSION</b></p> <ul style="list-style-type: none"> <li>• Perform an initial review of the Rank Sheet of applicants to check if they qualify for conversion of their position to MT I/II for submission the Personnel Selection Board (PSB).</li> <li>• Assist the Personnel Selection Board in reviewing the Rank Sheet of teachers to be converted to Master Teacher I/II based on existing guidelines for Career Progression of Teachers.</li> <li>• Consolidate request for conversion of teaching positions to MT I/II for DBM approval. <ul style="list-style-type: none"> <li>• Draft memo of recommendation on conversion for approval of RD.</li> </ul> </li> </ul> <p><b>TEACHING –RELATED POSITON RECLASSIFICATION</b></p> <ul style="list-style-type: none"> <li>• Perform initial review of request for reclassification of Teaching-related positions (Principal, Head Teacher, Guidance Coordinator, Guidance Counselor, School Librarian) and summarize findings on checked documents to provide feedback to requesting party.</li> <li>• Assist the AO IV for Personnel in evaluating documents for reclassification of school heads based on DepEd Order</li> </ul>

	<p>97, s. 2012 and for reclassification of non-teaching personnel.</p> <ul style="list-style-type: none"> <li>• Draft letter for reclassification of teaching-related positions for approval of RD and endorsement to DBM.</li> <li>• Provide copy to SDOs of teaching-related positions recommended for reclassification.</li> </ul> <p><b>HIRING AND PROMOTION</b></p> <p><b>CREDENTIAL EVALUATION</b></p> <ul style="list-style-type: none"> <li>• Perform initial screening of applicants' documents to see if they meet minimum requirement based on the QS of the CSC and the QS for unique positions of DepEd, 1995 edition.</li> <li>• Assist the AO IV for Personnel in conducting initial assessment of applicant's qualifications and supporting documents for inclusion of applicant into the candidate pool.</li> </ul> <p><b>REPORTS</b></p> <ul style="list-style-type: none"> <li>• Assist the AOIV for Personnel in accomplishing required reports as required by the DBM and other oversight agencies.</li> </ul>
<b>Administrative Assistant I (Secretary I)/Education Support Services Division (ESSD)</b>	<p><b>PLOTS/SCHEDULES ESSD ACTIVITIES</b></p> <ul style="list-style-type: none"> <li>• Schedules/calendars ESSD activities such as training and workshops, meetings/appointments of the Chief with other offices and with staff, by calendaring, following up and confirming attendance to meetings for efficient coordination and utilization of personnel time.</li> </ul> <p><b>RECORD MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Receives, records and routes documents addressed to the ESSD 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.</li> <li>• Maintains a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files.</li> <li>• Documents proceedings and agreements of meetings as assigned by the Chief, distributes copies of the minutes to concerned parties as well as files a copy for future reference</li> </ul>
<b>Administrative Aide VI (Clerk III)/Administrative Services Division-Cash Section</b>	<p><b>CASH COLLECTION</b></p> <ul style="list-style-type: none"> <li>• Assist Cashiers in receiving and counting cash and checks, collecting fees (e.g. registration) as assigned, and issuing receipts for money received.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist Cashiers in reconciling cash and check collections with receipts.</li> <li>• Record cash receipt vouchers and other documents to ledgers and cash registry.</li> <li>• Prepare daily collection reports for review and validation of Cashier.</li> </ul> <p><b>DISBURSEMENT AND REMITTANCES</b></p> <ul style="list-style-type: none"> <li>• Enter records of disbursements in the books of accounts.</li> <li>• Perform initial reconciliation for review and validation of Cashiers.</li> </ul> <p><b>RECORDS AND FILES</b></p> <ul style="list-style-type: none"> <li>• Receive, record and route documents addressed to the Cash Section 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.</li> <li>• Maintain a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files.</li> <li>• Document proceedings and agreements of meetings as assigned, and distribute copies of the minutes to concerned parties as well as files a copy for future reference.</li> <li>• Notes whereabouts of cash staff to be able to respond to inquiries of those needing to meet them.</li> </ul>
<b>Administrative Aide VI (Clerk III/Administrative Services Division-Personnel Section</b>	<p><b>SALARY COMPUTATION</b></p> <ul style="list-style-type: none"> <li>• Prepare draft payroll of RO and SDOs based on previous month's pay and sends to SDO Personnel Office for validation and updating.</li> <li>• Receives draft payroll from SDO and reviews inputs of SDO to provide feedback on corrections needed based on submitted information on leaves, premiums and contributions, loan repayments.</li> <li>• Prepares final payroll for review of AO IV and submit to Budget for funding and then to Accounting for certification of cash availability.</li> <li>• Prepare payroll remittance advice.</li> <li>• Prepare payslips on the final payroll pre-audited by Accounting and forward to Cashier for distribution. 6. Prepare remittance reports to GSIS, Pag-IBIG, accredited lending agencies, etc.</li> </ul>
<b>Administrative Aide VI (Clerk III/Administrative Services Division-Records Section</b>	<p><b>RECORDS MANAGEMENT SYSTEM</b></p> <ul style="list-style-type: none"> <li>• Receive, record and file documents according to the recommended filing system.</li> </ul>

- Maintain cleanliness and orderliness of storage area for records to ensure daily safety and security of records and easy access and retrieval as needed.
- Retrieve records requested by the AO V - Records Officer and keep track of the whereabouts of the original document.

#### **RECEIVING AND RELEASING**

- Receive and record all documents brought to the records office.
- Release, routes or files non-routine critical documents as classified by the Records Officer.

#### **DOCUMENTATION AUTHENTICATION AND VERIFICATION**

- Assist AO V -Records Officer in document authentication and verification following protocol for such.
- Receives request for certifications and gathers the data required to prepare the certification for the approval of the AO V - Records Officer.
- Prepares certifications for the signature of the appropriate management level.

#### **REPORTING**

- Gather data and information required in the preparation of annual and other administrative reports.
- Implement process for conducting and annual inventory of records and submit findings to AO V- Records Office.

#### **ADMINISTRATIVE AND SECRETARIAL SUPPORT**

- Coordinate training/ orientation schedules and logistics on records management to staff in the schools division, schools and learning centers.
- Provides assistance and administrative support to training and conferences as assigned.
- Prepares or encodes into electronic format word documents and other presentation materials.
- Coordinates with concerned party and prepare documents needed in the operations of Administrative Division (e.g. petty cash, supplies and equipment for Records Section, travel arrangements for AO V.
- Receives calls and visitors and attends to their concerns as well as follows through on their inquiries.



4. Interested qualified applicants are required to register via <https://career.depedcalabarzon.ph> by selecting the desired job vacancy and upload the scanned **duly authenticated documents in PDF file** 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 [www.csc.gov.ph](http://www.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. **Applicants who failed to submit complete mandatory requirements (Items 4.a to 4.j) on the set deadline shall not be included in the pool of official applicants.** However, non-submission of the additional documentary requirements or those that may be required by the HRMPSB (Item 4.k) shall not warrant exclusion from the pool of official applicants.
6. **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.
7. Applicants must ensure that their documents are complete, and accurate.
8. **Application documents shall be accepted until August 1, 2025. 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.**

9. Attached hereto are the Assessment Plan and the Checklist of Requirements for information and reference.
10. Wide and immediate dissemination of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director  
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Incls.: As stated

08C/ROA/P4  




(Inclosures to Regional Memorandum dated July 14, 2025)

## **ASSESSMENT PLAN**

### **Teacher Credentials Evaluator II**

Plantilla Item No.: OSEC-DECSB-TCE2-240001-1998

### **Administrative Assistant I (Secretary I)**

Plantilla Item No.: OSEC-DECSB-ADAS1-270007-2015

### **Administrative Aide VI (Clerk III)**

Plantilla Item No.: OSEC-DECSB-ADA6-270264-2004

Plantilla Item No.: OSEC-DECSB-ADA6-270015-2015

Plantilla Item No.: OSEC-DECSB-ADA6-270262-2004

<b>ACTIVITIES</b>	<b>RESPONSIBLE</b>	<b>INDICATIVE SCHEDULE</b>	<b>NO. OF WORKING DAYS</b>
Publication/Posting Period	HRMO	July 14 to August 1, 2025	n/a
Last day of receiving of application	Secretariat	August 1, 2025 (Friday)	n/a
Initial assessment/screening of applications	AO IV	August 4-8, 2025 (Mon-Fri)	5
Submission of Shortlist of qualified applicants to the HRMPSB	AO IV	August 11, 2025 (Monday)	1
Preliminary Meeting with the HRMPSB (pre-evaluation of documents)	HRMPSB/AO IV/ Secretariat	August 12-15, 2025 (Tue-Fri)	4
HRMPSB Meeting with the qualified applicants (validation of documents, and interview of qualified applicants/open ranking)	HRMPSB/AO IV/ Secretariat	August 18-20, 2025 (Mon-Wed)	3
Conduct of the Written examination and Skills or Work Sample Test	HRMPSB/AO IV/ Secretariat	August 18-20, 2025 (Mon-Wed)	
Check the Written examination and Skills or Work Sample Test	HRMPSB/End-user (Chief)	August 22 & 26, 2025 (Fri & Tue)	2
HRMPSB deliberation and preparation of Comparative Assessment Result (CAR)	HRMPSB/AO IV/ Secretariat	August 27-28, 2025 (Wed-Thu)	2
Route the CAR to the HRMPSB for signature	HRMPSB/AO IV/ Secretariat	August 29 & September 1, 2025 (Fri & Mon)	2
Submission of the final CAR to the Office of the Regional Director, and requesting instruction	AO IV	September 2, 2025 (Tuesday)	1
Conduct of Background Investigation (BI)	Upon the request of the Appointing Authority	September 3-4, 2025 (Wed-Thu)	2

Email signed CAR to applicants for information and acknowledgment	AO IV	September 5, 2025 (Friday)	1
Prepare notification letter to the successful candidate for the compliance/submission of requirements for appointment	AO IV	September 8, 2025 (Monday)	1
Forward to the Office of the ARD/RD the notification letter for initial/signature	Personnel Section	September 9-10, 2025 (Tue-Wed)	2
Email to the successful candidate the signed notification letter for the compliance of requirements, and acknowledge the same	AO IV	September 11, 2025 (Thursday)	1

Total

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**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 <a href="http://www.csc.gov.ph">www.csc.gov.ph</a>			
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.