



Republic of the Philippines
Department of Education
 Region III
 Schools Division of Angeles City



August 4, 2023

DIVISION MEMORANDUM
 NO. 285, s. 2023

**RECRUITMENT, SCREENING AND SELECTION FOR
 ADMINISTRATIVE AIDE VI (CLERK III) POSITION**

TO : Assistant Schools Division Superintendent
 Chief SGOD and OIC-Chief CID
 Officials OSDS, CID and SGOD
 School Heads, Public Elementary, Secondary and Senior High School
 All Others Concerned

1. The field is hereby informed that the recruitment, screening and selection for vacant Administrative Aide VI (Clerk III) positions is now officially opened to all interested applicants, to wit:

Activities	Date	Time	Venue/Attendees
Deadline of Submission	August 9, 2023	8:00am - 5:00pm	Records Units
Initial Evaluation of Applications	August 10, 2023	8:00am - 5:00pm	HRMPSB
Division Open Ranking	To be announced	8:30 am	L & D

2. The CSC Qualification Standard and Job Description of the said position are stated below:

POSITION PROFILE	
Position Title: Administrative Aide VI (Clerk III) (2 Vacancies)	Salary Grade: 6 Monthly Salary: P17,553.00
Station of Deployment: Office of the Assistant Schools Division Superintendent	
CSC QUALIFICATIONS:	
Education:	Completion of two years studies in college
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Sub-Professional (First Level Eligibility)
JOB SUMMARY:	
To provide prompt and quality support service to the ASDS by implementing administrative systems, procedures and monitoring administrative projects in order for the ASDS to perform his/her duties efficiently.	
GENERAL DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> ➤ Schedules/calendars meetings/appointments of the ASDS w/ other offices/staff by calendaring, following up and confirming attendance of both parties. ➤ Reviews documents received and prepares referral slips by identifying contents of documents for action of the ASDS or routing document to the concerned office or person. ➤ Identifies/sorts official documents. Correspondence per programs/projects as to confidentiality and importance for proper labeling/filing and safekeeping for future reference. ➤ Prepares minutes of meetings/agenda attended and conducted by the Office of the ASDS by recording and transcribing the encoding agreements made and disseminate it to the attendees for future reference and follow through agreements. ➤ Facilitates travel documents (local and abroad) of the Director by preparing travel authority, itinerary and other required documents and making such available for the Director on or before travel date. 	



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- Facilitates supporting documents for cash advances in connection with the conduct of a certain activity, official travels (local and abroad), reimbursements, liquidation reports of the Director by preparing required documents/forms.
- Provides administrative support to the ASDS.

3. All interested applicants may register through this link: <https://tinyurl.com/depedacvacantpositions> and are advised to submit the photocopied documentary requirements at the Records Unit. Bring the original documents during the scheduled Open Ranking for verification purposes. All submitted documents will no longer be returned to the applicant.
 - a) Letter of intent addressed to the Head of Office, or to the highest human resource officer designated by the Head of Office;
 - b) Duly accomplished PDS (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;
 - 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 of graduate and post-graduate units/degrees, if available;
 - f) Photocopy of Certificate/s of Training, if applicable;
 - 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 of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 (Data Privacy Act of 2012), using the attached form (Annex C), notarized by authorized official.
 - k) Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:
 - i. 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; and
4. Only those who meet the minimum qualification standards as per the Initial Evaluation Results (IER) will be included in the selection line-up for the Division Open Ranking and which shall be posted in three (3) conspicuous physical places concealing the applicant's personal information in accordance with **RA No. 10173**, otherwise known as the Data Privacy Act of 2012.
5. Evaluative assessment on the applicant's competencies conducted by the Division HRMPSB will be based on the guidelines set forth by **DepEd Order No. 7 s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education Enclosure No. 5: Criteria and Point System for Hiring and Promotion to Non- Teaching Positions.**
6. The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.



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7. It is understood that failure to submit complete mandatory requirements on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted beyond the prescribed deadline.
8. Immediate dissemination of this Memorandum is desired.

RONALDO A. POZON PhD, CESO V
Schools Division Superintendent

Encls.: As stated
Reference: As stated

To be indicated in the Perpetual Index under the following subjects:
EMPLOYMENT PROMOTIONS RECRUITMENT

CLM/PERSONNEL/August 04, 2023