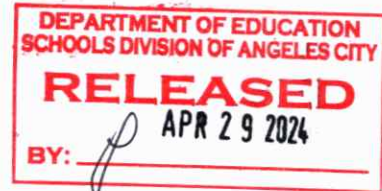




Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OF ANGELES CITY



29 Apr. 2024

DIVISION MEMORANDUM
 NO. 172, s. 2024

**RECRUITMENT, SCREENING AND SELECTION FOR
 ADMINISTRATIVE AIDE VI (CLERK III) AND DENTIST II POSITIONS**

TO : Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

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

Activities	Date	Time	Venue/Attendees
Deadline of Submission	May 6, 2024	8:00am - 5:00pm	Records Units
Initial Evaluation of Applications	May 8-9, 2024	8:00am - 5:00pm	Personnel Unit
Division Open Ranking	To be announced		

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

POSITION PROFILE	
Position Title: Administrative Aide VI (Clerk III)	Salary Grade: 6 Monthly Salary: P17,553.00
Station of Deployment: Records Unit	
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 administrative support to the Records Officer in the maintenance of a records management system for the creation, classification, storage, maintenance, use and disposition of operating records and documents of permanent, legal, and historical value and ensure the security, preservation, and efficient access and retrieval of such records when needed by the schools division office management and staff.	
GENERAL DUTIES AND RESPONSIBILITIES:	
➤ Receive, record and file documents according to the recommended filing system.	



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- Maintains cleanliness and orderliness of Records Storage Area that will ensure daily safety and security of records and easy access and retrieval as needed.
- Retrieve records requested by the Records Officer and keeps track of the whereabouts of the original document.
- Release, routes or files non-routine critical documents as classified by the Records Officer.
- Receive and record all documents brought to the records office.
- Assist Records Officer in document authentication and verification following protocol for such.
- Implement process for conducting and annual inventory of records and submit findings to Records Officer.
- Coordinate training/ orientation schedules and logistics on records management to staff in the schools division, schools and learning centers.
- Provides technical assistance and interventions to support effective records management in the Schools Division, schools and learning centers.

POSITION PROFILE	
Position Title: Dentist II	Salary Grade: 17 Monthly Salary: P43,030.00
Station of Deployment: Elementary/Secondary Schools	
CSC QUALIFICATIONS:	
Education:	Doctor of Dental Medicine or Dental Surgery
Experience:	1 year relevant experience
Training:	8 hours of relevant training
Eligibility:	RA 1080
JOB SUMMARY: To promote, protect and maintain the physical and mental well-being and readiness of learners to learn, by planning, formulating strategies for Dental health programs, to provide establishment of viable and sustainable linkages with educational partners and stakeholders with Dental Health Programs	
GENERAL DUTIES AND RESPONSIBILITIES:	
Dental Health Program and Services	
➤ Plans and formulates policies and guidelines limited only to Dental Health Programs of the Schools	
➤ Division Office with emphasis that the Dentist II has no direct supervisory function to the Nursing Services in the Schools Division Office	
➤ Develop, Design, Implement, Evaluate, Monitor and Report Sustainable Dental Health Programs for all learners of the Schools Division Office	
➤ Prepares and submits periodic reports of accomplishments in Dental Health Care Programs	
Nutrition Program Service (with emphasis on Dental Health Care)	



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➤ Monitor and evaluate the implemented School Dental Health in support of Nutrition Programs of the Schools Division Office that will directly benefit the learners of the SDO

➤ Monitor, Evaluate and Report the Dental Health Status of learners in the SDO in support of Health and Nutrition Programs that will directly benefit the learners of the SDO

Partnership

➤ Establishes and Maintains Partnerships and Agreements with other agencies and stakeholders based on DepED Standards for Dental Health and in direct support of all Nutrition Programs in the SDO

- All interested and qualified applicants may register through this link: <https://bit.ly/RegVacantPositions> and may submit the photocopied documentary requirements as provided in DepEd Order No. 7 s. 2023, Annex C (Checklist of 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;
- 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.
- The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted. Any false and fraudulent document shall be grounds for disqualification.
- 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.
- Evaluative assessment on the applicant's competencies conducted by the Division HRMPSB will be based on **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"**
- 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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9. Immediate dissemination of this Memorandum is desired.

ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent

Encl.: As stated

References: *1.DO 7 s. 2023*

To be indicated in the Perpetual Index under the following subjects:

EMPLOYMENT
PROMOTIONS
RECRUITMENT

CLM/AOIV/April 29, 2024



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