



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

18 July 2025

DIVISION MEMORANDUM  
NO. 229, s. 2025

**CALL FOR APPLICATION FOR ADMINISTRATIVE AIDE VI  
UNDER CONTRACT OF SERVICE (COS)**

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

1. Please be informed that this Office is now accepting applicants for Administrative Aide VI position under Contract of Service.
2. The Qualifications and Terms of Reference of the said position are stated below:

| POSITION PROFILE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Position Title: <b>Administrative Aide VI</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | SG 6<br>Salary: P18,957.00 |
| Station of Deployment: Schools Division Office – Accounting Unit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                            |
| <b>MINIMUM QUALIFICATIONS:</b> <ul style="list-style-type: none"><li>• Completion of at least two years in college</li><li>• Training: None required</li><li>• Experience: Preferably with accounting background</li><li>• Eligibility: None required</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                            |
| <b>TERMS OF REFERENCE:</b> <ul style="list-style-type: none"><li>• Assess and determines the financial capacity of applicants to qualify for the Provident loan;</li><li>• Prepares supplementary payroll and vouchers for the Provident loans granted and posted monthly amortization of the borrowers;</li><li>• Prepares and submits monthly and quarterly financial reports to Regional Office (RO) and Commission on Audit (COA);</li><li>• Prepares and submits monthly billing and stoppage of Provident loan borrowers to RO;</li><li>• Maintains and updates monthly subsidiary records of Provident Loan borrowers;</li><li>• Records and prepares certifications for the division clearances; and</li><li>• Performs other functions as may be deemed necessary.</li></ul> |                            |



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3. All interested applicants regardless of age, gender, civil status, person with disability (PWD), religion and/or indigenous group membership may submit photocopied documentary requirements at the Records Unit, this Division, on/before **July 22, 2025**, fastened in a **white folder**. Bring the original documents during the scheduled screening/interview 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
  - ii) Photocopy of the performance rating obtained from the relevant work experience, if performance rating in item (i) is not relevant to the position to be filled, if applicable.

4. Evaluative assessment on the applicant's competencies and interview shall be conducted by HRMPSB of the Schools Division Office.

5. 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.



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6. The Schools Division Office of Angeles City strictly adheres and complies with the **Zero Tolerance Policy** against corruption especially to “pay-for-position” schemes in appointments, promotions, and designations and is consistent with the principles of merit, fitness, competence, equal opportunity, transparency, and accountability pursuant to the DepEd Merit Selection Plan (MSP).
7. Qualified applicants shall be notified through email, text or call on the scheduled screening/interview.
8. Immediate dissemination of this Memorandum is desired.

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

Reference:

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

EMPLOYMENT RECRUITMENT

CLM/AO4/July 18, 2025



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