



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

DM-2023-09-369
 DEPED MALAYBALAY CITY DIVISION
RELEASED
 SEP 8 2023 Time: 10:52
 By: *[Signature]*

DIVISION MEMORANDUM

No. 369, s. 2023

To: Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Public Elementary and Secondary School Heads
 All Others Concerned
 This Division

From: *[Signature]*
CHERRY MAE L. LIMBACO-REYES
 Schools Division Superintendent

Date: September 7, 2023

Subject: DISSEMINATION OF REGIONAL MEMORANDUM NO. 0476 s. 2023 RE:
 ANNOUNCEMENT OF CAREER OPPORTUNITY/IES:
 ADMINISTRATIVE AIDE VI AND EDUCATION PROGRAM SPECIALIST
 II

1. This Office disseminates the attached Regional Memorandum No. 0476 s. 2023 Announcement of Career Opportunity/ies: Administrative Aide VI and Education Program Specialist II, which is self-explanatory.
2. Queries related to this can be relayed to Personnel Unit at 09076889009.

Enclosed as stated

TO BE POSTED ON WEBSITE



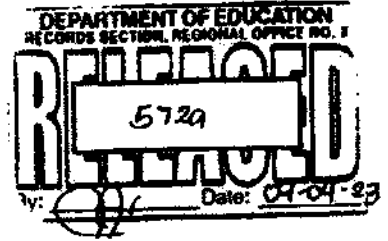
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Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO



September 01, 2023

REGIONAL MEMORANDUM
 No. 0476, s. 2023

**ANNOUNCEMENT OF CAREER OPPORTUNITY/IES:
 ADMINISTRATIVE AIDE VI AND EDUCATION PROGRAM SPECIALIST II**

To: Assistant Regional Director
 Schools Division Superintendents
 Assistant Schools Division Superintendents
 RO Chiefs
 All Others Concerned

1. This Office calls for the submission of Applications for the vacant positions in the Regional Office, on or before **September 15, 2023**. The ranking shall abide with the guidelines stipulated in DepED Order No. 7, s. 2023, otherwise known as "Guidelines on Recruitment, Selection, and Appointment in the Department of Education."

2. The following Qualification Standards (QS) shall be considered in the initial evaluation of the applicants. Only those who meet the minimum QS may proceed to further evaluation. Applicants found to fall short of the minimum QS for either education, experience, training or eligibility shall be disqualified.

Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility
Education Program Specialist II	OSEC- DECSB- EPS2- 660005- 1998	16	39,672.00	Bachelors degree in Education or its equivalent	4 hours of relevant training	2 years experience in education, research, development, implementation or other relevant experience	PBET: Teacher CS Prof. Appropriate eligibility for Second Level position
Administrative Aide VI (Clerk III)	OSEC- DECSB- ADA6- 660015- 2004	6	17,553.00	Completion of 2 years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility



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 http://deped10.com




7. Herein is the target schedule for the filling up of these vacancies.

ACTIVITY	IN-CHARGE	TARGET SCHEDULE	
		ADA VI	EPS II
Orientation of Applicants	HRMO/ Personnel	September 05, 2023, 3:00-4:00 PM	September 05, 2023 4:00-5:00 PM
Submission of Applications	Applicants	Until September 15, 2023	Until September 15, 2023
Initial Evaluation of Applicants	HRMO	September 21-27, 2023	September 18-20, 2023
Sending of initial evaluation results to applicants and posting of IER	HRMO/ Personnel	September 18-22, 2023	September 21-22, 2023
Conduct of further evaluation (e.g. test, interview)	HRMPSB with its secretariat	September 28-29, 2023	September 26-27, 2023
Submission and posting of Comparative Assessment Result (CAR)	HRMPSB with its secretariat	October 3, 2023	September 29, 2023
Plotting for issuance of appointment and with Background investigation, as may be requested	Appointing Authority to plot HRMO to conduct BI upon request of the Appointing Authority	After October 3, 2023	After September 29, 2023

8. This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

9. This Office directs the immediate dissemination and strict compliance of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
 Regional Director

ATCH: As stated
 Reference: DepEd Order No. 7, s. 2023
 To be indicated in the Perpetual Index
 under the following subjects:

HIRING. RECRUITMENT

RE: Career Opportunities -ADA6 & EPS2

AD/PS- amma

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 <i>(To be filled-out by the applicant; Check if submitted)</i>	Verification <i>(To be filled-out by the HRMO/HR Officer/sub-committee)</i>	
		Status of Submission <i>(Check if complied)</i>	Remarks
a. Letter of Intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of 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 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 Ratings in the last rating period(s) covering one (1) year performance 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			
k. Other documents as may be required for comparative assessment, such as but not limited to: 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			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

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 CONSENT

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 accordance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", (electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (where 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.