



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

DM - 2023-11-462
 DEPED MALAYBALAY CITY DIVISION
RELEASED
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 By: _____

DIVISION MEMORANDUM

No. 462, s. 2023

TO: Assistant Schools Division Superintendent
 Chief Education Supervisor, CID and SGOD
 Public Elementary and Secondary School Heads
 All Others Concerned

FROM:  **CHERRY MAE L. LIMBACO-REYES**
 Schools Division Superintendent

DATE: October 31, 2023

SUBJECT: ANNOUNCEMENT OF VACANCY OF ADMINISTRATIVE AIDE VI POSITION OF THE DIVISION OFFICE-ADMINISTRATIVE SERVICES

1. This Office announces the vacancy of Administrative Aide VI (Machine Operator) position of the Office of the Administrative Services, this Division with plantilla item number OSEC-DECSB-ADA6-660034-2014. The criteria and point system to be applied are embodied in the new RSA Guidelines, **DepED Order No. 7, s. 2023**. Applicants to the position should meet the herein qualification standards as prescribed by the Civil Service Commission to wit:

Position	QUALIFICATION STANDARDS			
	Education	Experience	Training	Eligibility
Administrative Aide VI (SG 6)	Completion of two (2) years in College	None required	None required	Career Service (Subprofessional) First Level Eligibility

2. Interested qualified applicants are required to register and fill out the necessary information in the link provided: bit.ly/ADAG-2023 Further, applicants shall submit the following pertinent documents *properly ear marked* to this Office on or before 5:00 PM of **November 15, 2023**.

- 2.1 Checklist of Requirements with Omnibus Sworn Statement duly notarized (DO No. 7, s. 2023 Annex C) attached
- 2.2 Application letter addressed to the Schools Division Superintendent
- 2.3 Duly accomplished Personal Data Sheet (Revised 2017 form 212) with recent 2x2 picture attached; with work experience sheets, if applicable;
- 2.4 Photocopy of CSC eligibility / PRC license;



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
 Email Address: malaybalay.city@deped.gov.ph



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- 2.5 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;
 - 2.6 Photocopy of Certificate/s of Training relevant to the position to be filled, **acquired after the last promotion; but within the last five years;**
 - 2.7 Updated Service Records / Photocopy of Certificate of Employment. Experience must be relevant to the position to be filled;
 - 2.8 Photocopy of latest appointment;
 - 2.9 Photocopy of Performance Rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled with at least Very Satisfactory (VS) in the last rating period prior to the date of assessment.;
 - 2.10 Outstanding Accomplishment acquired after the last promotion;
 - 2.10a Awards and Recognition
 - a.1 Outstanding Employee Award
 - a.2 Awards as Trainer/Coach
 - 2.10b Research and Innovations
 - 2.10c Subject Matter Expert / Membership in National TWGs or Committees
 - 2.10d Resource Speakership / Learning Facilitation
 - 2.10e NEAP Accredited Learning Facilitator
 - 2.11 Application of Education acquired after the last promotion;
 - 2.12 Application of Learning&Development (L&D) acquired after the last promotion.
3. The following shall compose the HRMPSB for the Administrative Aide VI vacancy as provided in DepED Order No. 19, s. 2022 the new Merit Selection Plan:

Chairman: Aliena S. Dajay, ASDS
Members: Lorenzo O. Capacio, Chief SGOD
Manuel D. Dinlayan II, AO V
Guia Ma. G. Villahermosa, AOIV/HRMO
Lee A. Ejem, ADAS III, *NEU Representative (first level)*
Secretariat: Evelyn Joy V. Don, ADAS III
Glaive May D. Mulawan, ADAS III
Amorelle Faith P. Go, AAVI

4. This Office adheres to the Principles of Merit and Fitness and to the Equal Employment Opportunity Principle (EEOP). It ensures no discrimination in the selection of its employees provided Qualification Standards set by the CSC and DepED are met. Thus, all applications regardless of applicant's age, sex, sexual orientation, gender identity, civil status, ethnicity, religion, disability, or political affiliation are treated with respect and equity.



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5. Qualified applicants shall be notified on the date of **face to face** interview (no virtual) which shall sometime in November 2023. They shall bring the original copy of their pertinent documents during the interview.
6. Queries relative to this can be relayed to the Personnel Unit 0907-688-9009.
7. Immediate dissemination of this memorandum is desired.

Copy furnished:

Records Unit
Personnel Unit

TO BE POSTED ON THE WEBSITE



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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 completed)	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 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.