



January 3, 2017

Division Memorandum
No. 04, s. 2017

EVALUATION AND RANKING OF QUALIFIED APPLICANTS FOR VACANT AND NEWLY CREATED NON-TEACHING POSITIONS IN DEPED-SCHOOLS DIVISION OF CAPIZ

To: Acting Asst. Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary and Secondary Schools.
Unit Heads, Schools Division Office

1. This office announces the conduct of the **Evaluation and Ranking of Qualified Applicants for Vacant and Newly-Created Non-Teaching Positions in DepED- Capiz Division**, to wit:

1.1. **School Nurse II (SG-15)** : (Newly-Created; 6 items)
(to be deployed to schools)

Qualifications : Bachelor of Science in Nursing
Experience : 1 year of relevant experience
Training : 8 hours of relevant training
Eligibility : RA 1080

1.2. **Administrative Assistant III (SG-9)** : (Vacant; 1 item)

(to be deployed at the Office of the SDS-Proper /Secretary of the SDS)

Qualifications : Completion of two (2) years studies in college
Experience : one (1) year relevant experience
Training : 4 hours relevant training
Eligibility : Career Service (Professional) Second Level

Additional requirements: Must be proficient in computer application software (Microsoft Office) and internet or web-based application technologies.

1.3. **Administrative Aide VI (SG-6)** : (Vacant; 3 items)

(to be deployed at the Office of the SDS –Proper)

Qualifications : Completion of two (2) years studies in college
Experience : None required
Training : None required
Eligibility : Career Service (Sub-professional) First Level

Additional requirements: Must be proficient in computer application software (Microsoft Office), specifically in spreadsheets (Microsoft Excel); database and internet or web-based application technologies.

2. Interested qualified applicants may submit their application letter and other pertinent documents addressed to the Schools Division Superintendent, through the office of MRS. RHODELA U. MARTINEZ, Administrative Officer IV (OIC- HRMO) on or before 5:00 o'clock in the afternoon of **January 19, 2017**.

3. All applicants should submit the following documents:

- 3.1 Application letter
- 3.2 Personal data Sheet (CS Form 212)
- 3.3 Certified Photocopies of:
 - 3.3.1 Updated Service Records
 - 3.3.2 Performance Rating for the last three (3) years
 - 3.3.3 Transcript of Records/Special Order
 - 3.3.4 Latest Appointment
 - 3.3.5 Certificate Attesting Outstanding Accomplishments/ Awards/Recognition Received
 - 3.3.6 Certificates of Relevant Training attended
 - 3.3.7 Certificates of Eligibility/Eligibility Rating
 - 3.3.8 Other documents relevant to the position applied for

4. Applicants are advised to submit their application letters and pertinent documents in a properly labelled folder and should follow the prescribed colors below:

School Nurse II	:	White folder
Administrative Assistant II	:	Red folder
Administrative Aide VI	:	Yellow folder

5. The cut-off date for the accomplishments, awards, trainings and seminar is from the date of last promotion to **January 18, 2017**. Only documents that were submitted on or before the deadline will be considered. Thus, no additional or new documents will be accepted during the deliberation and evaluation process except for those determined by the PSB that are needed for the verification and validation of the initially-submitted documents.

6. All documents submitted for evaluation must be certified photocopies of the original documents. These documents must be properly organized inside the applicant's folder and should be sequentially segregated according to the items in the criteria set for each position applied for.

7. Applicants who intend to apply for two (2) or more positions should specify in their application letter the different positions they are applying for and should submit a separate folder with pertinent documents for each position.

8. Original documents must be presented during the evaluation and deliberation process for verification purposes.

9. The criteria in ranking the applicants for **School Nurse II** per DepED Order No. 66, s. 2007(Non-Teaching Level 2) are as follows:

Performance	-	30 pts.
Experience	-	10 pts.
Meritorious/Outstanding Accomplishment	-	20 pts.
Education	-	15 pts.
Training	-	10 pts.
Psycho-social Attributes	-	5 pts.
Potential	-	<u>10 pts.</u>
TOTAL	-	100 pts.

10. The criteria in ranking the applicants for **Administrative Assistant III** and **Administrative Aide VI** per DepED Order No. 66, s. 2007 (Non-Teaching Level 1) are as follows:

Performance	-	35 pts.
Experience	-	5 pts.
Meritorious/Outstanding Accomplishment	-	5 pts.
Education	-	10 pts.
Training	-	10 pts.
Psycho-social Attributes	-	15 pts.
Potential	-	<u>20 pts.</u>
TOTAL	-	100 pts.

11. The schedule of the evaluation of documents, interview and written/skills test will be announced later through a separate memorandum/advisory.
12. To ensure the smooth and orderly conduct of the evaluation and ranking processes, an orientation with all the interested applicants will held at the Capiz Division Multi-Purpose Hall on **Thursday, January 12, 2017** at 9:00 o'clock in the morning.
13. All expenses relative to the conduct of the evaluation and ranking process, including food/snacks of the Division Personnel Selection Board (PSB) are chargeable against the Division MOOE subject to the usual accounting and auditing rules and regulations.
14. Immediate and wide dissemination of this memorandum is desired.


MIGUEL MAC D. APOSIN, Ed.D, CESO V
Schools Division Superintendent



References: DepEd Order No. 19, s. 2016
DepEd Order No. 66, s. 2007